

December 15, 2011

Dear PAAVAI Faculty, Staff and Students,

On December 16th 2011, Paavai Institutions will be launching our new 'PAAVAI LIVE' online communication and collaboration services.

More than just e-mail, 'PAAVAI LIVE' will also provide our students, educators, staff, and alumni with a number of productivity and collaboration tools, including 25GB of online file storage, group calendaring, shared online documents using Office Web Apps, blogging tools, and much more. And because PAAVAI LIVE is browser-based, we will be able to access all of these services from virtually any computer or mobile device with an Internet connection.

You'll be seeing a lot of promotional materials for PAAVAI LIVE soon, but we need your help to make the launch of these services truly successful:

- Begin using your PAAVAI LIVE as your primary on-campus e-mail account.
- Encourage your students, colleagues, and paavaians to activate and use their PAAVAI LIVE accounts.
- Start using PAAVAI LIVE services as part of campus experiences, such as having students submit homework via e-mail or use shared online documents for class projects.
- This is the 'Phase I' of our Institutions PAAVAI LIVE Project. Phase II and Phase III will be announced in the near future.

Our goal is to make PAAVAI LIVE our primary on-campus communication, calendar, and collaboration service, and this can only be accomplished through a high adoption rate among our students and staff.

Visit http://live.paavai.edu.in today to see all that PAAVAI LIVE will offer, and be sure to activate your account when it goes live on December 16th, 2011. The Details of the Login Information will circulated through Principals and HODs, by end of the day. And if you have questions about any of these services, please don't hesitate to contact our Paavai Live helpdesk at paavailivehelpdesk@paavai.edu.in

Thanks for helping to spread the word and make PAAVAI LIVE a great success!

YOU CAN ALSO CONFIGURE PAAVAI LIVE MAILS in Microsoft Outlook 2003, 2007, and 2010. The Help document related that would be updated by 24th December 2011.





Help Manual for Email Creation and

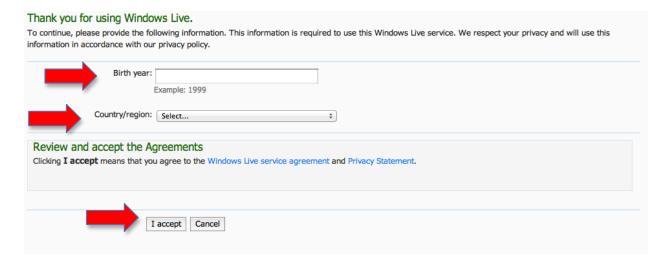
PAAVAI LIVE Login first time users:

<u>Step 1:</u> Go to: http://live.paavai.edu.in and click check your mail link or you may go to http://mail.paavai.edu.in Directly to access your mailbox

<u>Step 2:</u> Enter Username / Complete email e.g.: <u>anandmanisekaran2011@paavai.edu.in</u> in the Windows Live ID box and your provided password in the Password Box.



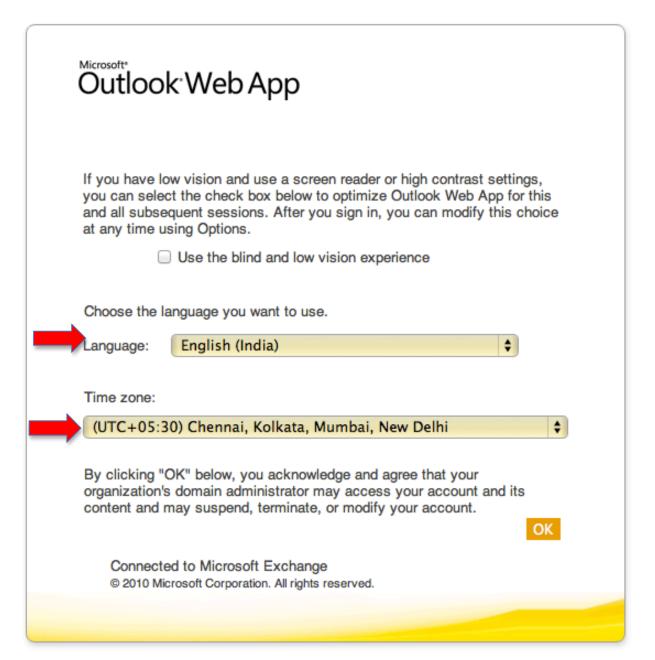
<u>Step 3:</u> You'll be directed to the page like shown below and enter your YEAR of birth (not the complete date of birth) e.g.: 1984, and select your country, India. Now select accept.







Step 4: Select the language "English (India)" and the proper time zone "(UTC+05:30) Chennai"



Migration:

All the old official mail boxes contents from e.g.: paavaipec.org can be migrated to the new mailboxes. This migration request will be processed from December 21st, 2011. The instructions for migration will be available on PAAVAI LIVE website http://live.paavai.edu.in