



PAAVAI INSTITUTIONS

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 be 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:

Step 1: 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

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

Windows Live

Get Hotmail on your smartphone

Set it up to sync, then check email from your **iPhone, Android, Windows Phone**, or other smartphone.

[Learn more](#)

Don't have a Windows Live ID? [Sign up](#)

One Windows Live ID gets you into Hotmail, Messenger, Xbox LIVE—and other Microsoft services.

sign in

Windows Live ID:

Password:

[Can't access your account?](#)

Keep me signed in

[Sign in](#)

Not your computer?
[Get a single use code to sign in with](#)

Step 3: 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.

Thank you for using Windows Live.

To continue, please provide the following information. This information is required to use this Windows Live service. We respect your privacy and will use this information in accordance with our privacy policy.

Example: 1999

Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).



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

Microsoft®
Outlook® Web App

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (India)

Time zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

OK

Connected to Microsoft Exchange
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Migration:

All the old official mail boxes contents from e.g.: paavapec.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>