Catamount Mail Overview and First time user Setup Instructions

1. Login to MyCat

2. Click on the ‘Catamount Mail’ tab in the middle of the screen.
3. The Catamount Mail window will open and your e-mail address will be listed as your Windows Live ID.

4. The Outlook Live Login screen will appear (Enter your account information).
5. Configure your E-mail settings

![Outlook Web App Configuration](image)

6. Welcome to your new Inbox

![Catamount Mail Inbox](image)

**RESCHEDULED - Tuition and Fees Open Forum**

The Open Forum for Tuition & Fees originally scheduled for Wednesday, October 19th has been cancelled. Please plan to attend a subsequent forum and let your voice be heard.

- **October 24th @ 4:00 pm, UC Theater**
- **October 25th @ 12:00 pm, UC Theater**
- **October 26th @ 8:00 pm, UC Theater**
7. Your new Calendar

8. Composing a message

Send

From: Joshua Bright

To: jamoor@catamount.wcu.edu

Cc...

Subject: Biology Lab Meeting

Let’s meet in basement of Hunter @ 4 tonight!
9. Scheduling a new Meeting Request

Let’s review for tomorrow’s Exam!

10. Event Reminders
11. Instant Messaging

Let's meet at 4 in Hunter to study History

Joshua Moore 10:59 AM:
> Ok I’ll see you there!

Last message received on Tuesday 10/05/2011 at 10:59 AM.

12. SkyDrive

Welcome to the new SkyDrive as you can easily find all your files, photos, and the stuff you share with groups in one place. Learn more

Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Date modified</th>
<th>Last modified by</th>
<th>Shared with</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Documents</td>
<td>6 days ago</td>
<td>Joshua Bright</td>
<td>Just me</td>
<td>0 kB</td>
</tr>
<tr>
<td>Biology Study Guide</td>
<td>1 minute ago</td>
<td>Joshua Bright</td>
<td>Just me</td>
<td>16 kB</td>
</tr>
<tr>
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<td>Joshua Bright</td>
<td>Just me</td>
<td>29 kB</td>
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