

## How to Sign into Hotmail with a q.com E-mail Address

Email Type:  
@q.com



**Use this document if:**

- You need to access your q.com e-mail via [www.mail.live.com](http://www.mail.live.com).

**This document assumes:**

- You know your q.com e-mail address and password.
- You have a working internet connection.

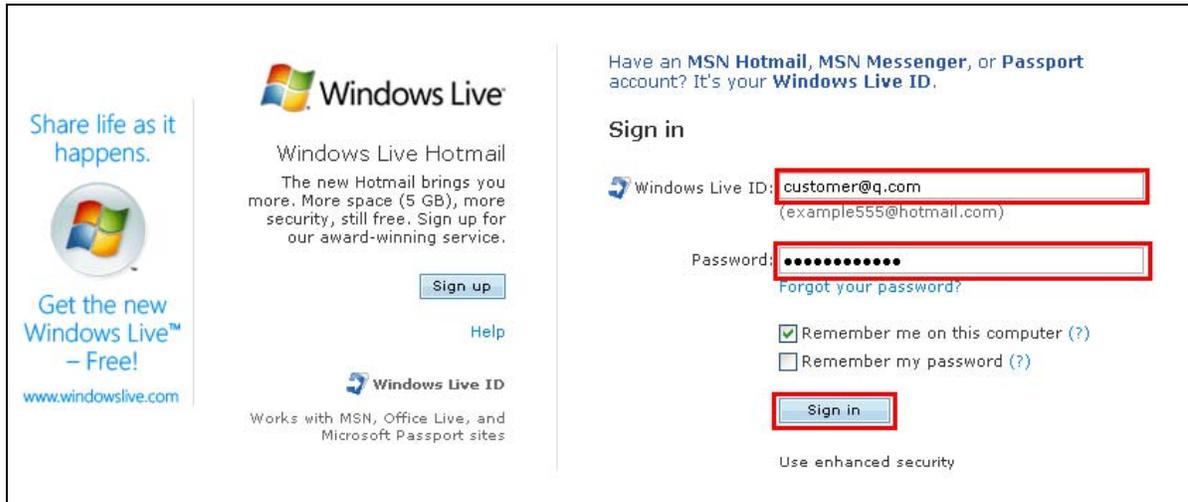
1. Open Hotmail by opening any working web browser (Internet Explorer, Mozilla Firefox, Opera, Safari, etc.) and browse to [www.mail.live.com](http://www.mail.live.com).

The screenshot shows the Windows Live Hotmail sign-in page. On the left, there is a promotional banner with the text "Share life as it happens." and "Get the new Windows Live™ – Free!" with the URL "www.windowslive.com". The main content area features the Windows Live logo and the text "Windows Live Hotmail" followed by a description: "The new Hotmail brings you more. More space (5 GB), more security, still free. Sign up for our award-winning service." Below this is a "Sign up" button and a "Help" link. At the bottom of this section, it says "Works with MSN, Office Live, and Microsoft Passport sites". On the right side, there is a sign-in section with the heading "Sign in". It asks if the user has an "MSN Hotmail, MSN Messenger, or Passport account? It's your Windows Live ID." Below this are input fields for "Windows Live ID:" (with an example "example555@hotmail.com") and "Password:". There is a "Forgot your password?" link, two checkboxes for "Remember me on this computer (?)" (checked) and "Remember my password (?)", and a "Sign in" button. At the bottom right, there is a link for "Use enhanced security".

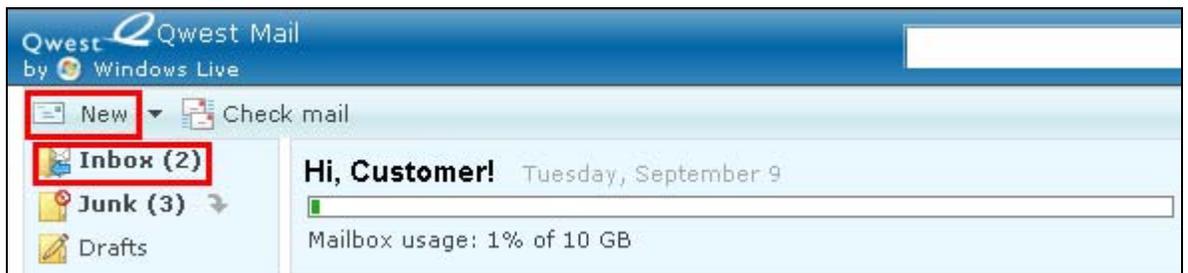
(Note: if you or someone else has previously used Hotmail from this computer, you will see a different screen listing various Live IDs. Select one of those or select **Sign in with a different account.**)

This screenshot shows the Windows Live Hotmail sign-in page after a user has been signed out. The layout is similar to the previous screenshot, but the sign-in section on the right is different. It says "Click a Windows Live ID to sign in" and displays a list of account options. One option is a blue profile picture next to the email address "customer@q.com", which is highlighted with a red box. Below this is a "Forget me" link. At the bottom of the account list, there is a red box around the text "Sign in with a different account". The "Sign up" and "Help" links are still present in the main content area.

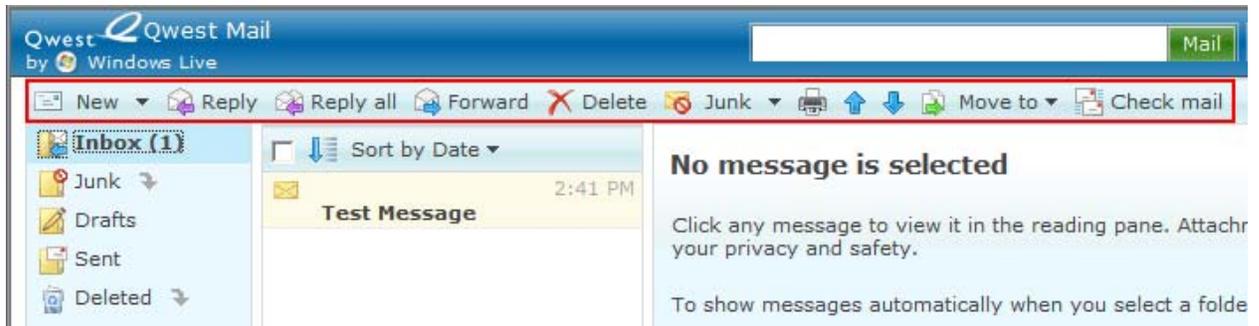
- In the 'Windows Live ID:' box, type in your full q.com email address. Type your password in the password field (Remember, passwords are CaSe SenSiTivE) and select **Sign In** to log into your account.



- To write a new e-mail, select **New** as shown below. To see your messages, select **Inbox**.



4. From your Inbox, you can use the mail toolbar for a variety of functions:



 New ▾	Create a new e-mail message.
 Reply	Reply to the currently selected message.
 Reply all	Send a reply to all recipients of the currently selected message.
 Forward	Send a copy of the currently selected message to someone else.
 Delete	Deletes the currently selected message.
 Junk ▾	Sends the currently selected message to the Junk folder, and adds the sender to your Blocked Senders list.
 Print	Prints the currently selected message.
 Previous	Opens the previous message.
 Next	Opens the next message.
 Move to ▾	Moves currently selected message to a different folder.
 Check mail	Checks for new e-mail.

5. Congratulations, you have signed into Hotmail with a q.com e-mail.