

مملكة البحرين وزارة التربية و التعليم إدارة نظم المعلومات

Microsoft[•] Live@edu دليل المستخدم



1. المقدمة:

تعد خدمة Microsoft Live@edu من أحدث الخدمات التواصلية المجانية التي تقدمها شركة مايكروسوفت للمؤسسات التعليمية بهدف رفع مستوى استخدامات التكنولوجيا في التعليم، وتوفر بيئة تواصلية فائقة الجودة بين المعلمين والطلبة.

ومن هذا المنطلق تم البدء بتطبيق المشروع في وزارة التربية والتعليم من خلال صفحة ويب تم تخصيصها للوزارة وتتيح للمستخدمين فرصة الاستفادة من الخدمات التالية:

- خدمة البريد الإلكتروني (Email).
- إنشاء ومشاركة الملفات (Files Sharing).
 - التقويم الإلكتروني (Calendar) .
- تبادل الرسائل السريعة (Instant Messaging).
 - المحادثة المرئية (Video Calling).
 - برامج أوفيس (Microsoft Office 2010) .
- مساحة تخزين على الويب بسعة 10 جيجابايت لخدمة البريد الإلكتروني وسعة 25 جيجابايت لتخزين الملفات.

2.أهداف المنظومة:

- توفير أدوات تقنية لتعزيز التواصل بين أطراف العملية التعليمية.
- إعداد مجتمع أكاديمي على درجة عالية من التفاعل باستخدام برنامج مايكر وسوفت للبريد الالكتروني Microsoft Outlook.
 - إتاحة الفرصة لتبادل المعلومات و تخزينها (لتخزين المعلومات وتبادلها).
 - خلق مجتمعات تعليمية افتر اضية على شبكة الانترنت.

3. مميزات المنظومة :

 توفر المنظومة بريد إلكتروني لكل مستخدم بسعة 10 جيجابايت من خلال خدمة Microsoft Outlook Live Mail.

- توفر المنظومة للمستخدمين خدمة حفظ، وتبادل، ونقل البيانات والمعلومات والملفات عن طريق Microsoft Live Workspace حيث يتم منح المستخدمين مساحة عمل افتراضية لتبادل المعلومات فيما بينهم واستلام وتسليم أوراق العمل والمستندات من خلال مساحة تخزين إلكترونية بحجم 500 ميجابايت تكفي لحفظ ما يزيد عن 1000 مستند Microsoft Office ، بما يغني المستخدم عن الحاجة لأقراص تخزين صلبة أو تخزين البيانات عن طريق إرسالها للبريد الإلكتروني الشخصي.
- توفر خدمة Windows Live SkyDrive مساحة تخزينية للمستخدمين يبلغ حجمها 25 جيجابايت، لتحميل ملفات بحجم 50 ميجابايت، وإنشاء ملفات شخصية محمية أو مشاركة الملفات مع المستخدمين.
- يوفر Windows Live Spaces ميزة بناء مشاريع جماعية، وإنشاء نوادي معرفي افتر اضربية، ومسدونات لمجموع النقساش الجمساعي.

4. الصلاحيات:

صلاحيات	مسئول المنظومة	المستخدم
لتقارير	\checkmark	X
ناء مشاريع افتراضية	\checkmark	\checkmark
ستخدام بر امج MS Office 2010	\checkmark	\checkmark
غيير كلمة المرور	\checkmark	\checkmark
ساحة تخزين	\checkmark	\checkmark
دخال بيانات المستخدمين	\checkmark	X
نشاء حساب (بريد الكتروني) جديد	\checkmark	X
عطاء صلاحيات للمستخدمين	\checkmark	X
لغاء حساب (بريد إلكتروني)	\checkmark	×

المستخدم	مسئول المنظومة	الصلاحيات
X	\checkmark	إظهار أو إخفاء عناوين البريد الإلكتروني لكافة المستخدمين
\checkmark	\checkmark	مشاركة الملفات

5. تفعيل البريد الإلكتروني :

5.1 الدخول على المنظومة: يمكن الدخول على المنظومة عن طريق أجهزة الحاسب الآلي الشخصية أو المحمولة، أو الهواتف التي تكون متصلة بشبكة الإنترنت عبر العنوان التالي:

http://www.outlook.com

لتفعيل الحساب على المستخدم إدخال البريد الإلكتروني "xxx@moe.bh" و كلمة السر الخاصة به والتي تتكون من 13 رمز يمثلون الرقم الشخصي وسنة الميلاد "xxxxxxyyyy"، وعلى المستخدم تغيير كلمة السر مباشرة بعد الانتهاء من إجراءات الدخول.

ttps://accountr=%2D2147217276	
Ve respect your privacy and will use this information in accordance with our privacy policy. Learn about Windows Live privacy	<u> </u>
Required fields	
Verify your information	
Windows Live ID: test29@moe.bh	
Sign in with another Windows Live ID	
*Password:	
Forgot your password?	
Change your password	
*Type new password:	
Six-characters minimum; case sensitive	
Password strength: Medium	
*Retype new password:	
Make my password expire every 72 days	
Your information	
*Country/region: Bahrain	
*Birth year: 1990	
Example: 1999	

ملاحظة هامة :

على المستخدم الدخول مرة أخرى على حساب البريد الإلكتروني وذلك بإدخال البريد الإلكتروني وكلمة السر الجديدة التي تم اعتمادها في الخطوة السابقة لإتمام عملية التسجيل وتفعيل الحساب .



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🧵 Test29 - Outlook Web App	*			
Outlook Web App	Mail - Office - Photos -	MSN +		sign out Test29 🖬 🗸
Mail > Inbox 14 Items			E A	ind Someone Options • 🕜 •
Favorites	New + Delete + Move + Filter + View + Search Entire Mailbox	2 > . ×	Test mail	
Unread Mail (13) Sent Items Test29	Conversitions by Date - Newest on Top	*	 Test85 To: Test86; Test90; 1 Test15; Test16; T 	est99; 🗆 Test100; 🔤 Test14; 🧖 est17; 🖻 Test29; 🔲 Test31; 🔲 Test33;
 Inbox (13) Drafts Sent Items Deleted Items 	restou; restou; restou; restau; restau; restau; restuu; restuu; restuu;	720	mmmm	sst88; 🖬 Test83; 💼 Test91; 📷 Test92; 💌 Thursday, May 26, 2011 6:32 A
iigi Junk E-Mail ↓ Notes ↓ Search Folders			₄ ■ Test86	المنافق المنافق منافق المنافق ال
Contact List				
			₄ ■ Test88	(5) Thursday, May 26, 2011 627 A
Mail Calendar				
Contacts			₄ ⊫Test90	

5.2 الدخول على البريد الإلكتروني عن طريق Microsoft Outlook: في حالة توفر حساب آخر معرف على (Microsoft Outlook) تتم عملية تعريف حساب Live@edu عن طريق الدخول إلى لوحة التحكم واتباع الخطوات التالية:

Start \rightarrow Control Panel \rightarrow Mail \rightarrow Show Profile \rightarrow Add \rightarrow Create New Profile

Mail 🗙
General
New Profile
Create New Profile
Profile Name:
test29
Add Remove Properties Copy
When starting Microsoft Office Outlook, use this profile:
Prompt for a profile to be used
C Always use this profile
Outlook
OK Cancel Apply

يجب وضع علامة (√) في المربع كما هو موضح في الصورة والضغط على "Next".

Add New E-mail Acco	punt 🛛 🔀
Auto Account Setu	· · · · · · · · · · · · · · · · · · ·
	1
Your Name:	
	Example; Barbara Sankovic
E-mail Address:	
	Example: barbara@contoso.com
Password:	
Retype Password:	The first second s
	i ype the password your internet service provider has given you,
_	
Manually configure s	erver settings or additional server types
	< Back Next > Cancel

اختيار (Internet E-mail) كما هو موضح في الصورة والضغط على "Next" .

Id New E-mail Account	
Choose E-mail Service	10
• Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.	
OMicrosoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.	
Other	
Connect to a server type shown below.	
Outlook Mobile Service (Text Messaging)	
< Back Next > Cancel	

- اسم المستخدم	W Hi :: 1 - Mozilla Firefox 3.6 Beta 4 M-it Add New E-mail Account Internet E-mail Settings Each of these settings are required to get your e-mail account working.	
 البريد الالكتروني. 	User Information Test Account Settings Your Name: test29 E-mail Address: test29@moe.bh	
اختيار نوع الحساب : Pop3 وإدخال العبارة التالية في المربعين : Pod51014.outlook.com	Server Information Account Type: Incoming mail server: Dodgeing mail server (SMTP): pod51014.outlook.com Logon Information User Name: Lest29@moe.bh Password: ########## Require logon using Secure Password Require logon using Secure Password Authentication (SPA) More Settings	s st
 ۲ ۲	Done	

الضغط على "Test Account Settings" للتأكد من صحة المعلومات المدخلة مسبقاً .

Add New E-mail Account			×
Test Account Settings			米
Outlook is testing the account sett	ings you entered.	Stop	4
		Close	
Tasks Errors			tion on this screen, we
Tasks	Status		twork connection)
Log onto incoming mail serve Send test e-mail message	r (POP3) In Progress		n
Sena test e-mai message			2
Logon Information			1
User Name:	est29@moe.bh		
Password: *	*****		
Rei	nember password		
Require logon using Secure Po	assword Authentication (SPA)		More Settings
c		< Back Nex	ct > Cancel

ب الضبغط على" Close"،	في حالة وجود خطأ في المعلومات المدخلة في ملف الإعداد يجد. ثم على"More Settings".
	Add New E-mail Account
	Internet E-mail Settings Each of these settings are required to get your e-mail account working.
	User Information Test Account Settings
	Your Nan Test Account Settings screen, we licking the E-mail Ac Some errors occurred while processing the tests. Review the list of errors below for more details. If the problem persist after taking the suggested actions, contact your Internet Service Provider. Stop Server actions, contact your Internet Service Provider. Close
	Incoming Log onto incoming mail server (POP3): Cannot find the e-mail server. Verify the server information in your account properties. Logon I Send test e-mail message: Cannot find the e-mail server. Verify the server information in your account properties.
_	Password
-	Require logon using Secure Password Authentication (SPA) More Settings Require logon using Secure Password Authentication (SPA) Cased
	< Back Wext > Cancel

اختيار " Outgoing Server Tab" ثم وضع علامة (√) كما هو موضح في الصورة .

Change 7	Internet E mail Settinge	×
Interi Ei	General Outgoing Server Connection Advanced	챣
User II Your Na E-mail A Server Accoun Incomir Outgoir Logon User Na Passwo	Outgoing server (SMTP) requires authentication Use same settings as my incoming mail server Log on using User Name: Password: Password: Remember password Require Secure Password Authentication (SPA) Log on to incoming mail server before sending mail	ettings e information on this screen, we est your account by clicking the equires network connection) ettings
Req	OK Cancel	More Settings Next > Cancel

اختيار " Advanced Tab" لإدخال التغيير ات المطلوبة على الأرقام كما هو موضح
بالصورة ثم الضغط على" Ok" وبعد ذلك" Next" .

0	General Outgoing Server Connection Advanced
-	Server Port Numbers
	Incoming server (POP3): 995 Use Defaults
	This server requires an encrypted connection (SSL)
	Outgoing server (SMTP): 587
	Use the following type of encrypted connection: TLS \checkmark
1	Server Timeouts
	Short 🤝 Long 1 minute
ļ	Delivery
	Leave a copy of messages on the server
	Remove from server after 🛛 14 🗢 days
	Remove from server when deleted from 'Deleted Items'
	OK Cancel

عند الانتهاء من الخطوات السابقة ستظهر شاشة لتأكيد نجاح عملية إعداد البريد الإلكتروني.





5.3.1 صفحة الرسائل الواردة:

بعد تسجيل الدخول سوف تظهر الصفحة التالية:

O Test29 - Outlook Web App		🟠 🔹 🔝 🐇 🔚 🔹 Page 🔹 Safety 👻 Tools 🔹 🕢 👻
Outlook Web App	Mail 👻 Office 🔨 Photos 🌱 - MSN 🔻	sign out Test29 🗷 🗸
Mail > Inbox 14 Items		Find Someone Options * 🕐 *
 Favorites Inbox Unread Mail Sent Items Test29 Inbox Drafts Sent Items Deleted Items Junk E-Mail Notes Search Folders 	New - Delete - Move - Filter - View + Search Entire Mailbox Conversations by Date - Newest on Top Last Week P ← Test mail Test85; Test86; Test88; Test90; Test99 Thu 5/26	
Contact List Calendar Contacts Cassa Contacts Cassa Contacts Cont		
one		😜 Internet 🛛 🖓 🔹 🍕 100% 🔹 🚽



بعد الانتهاء من كتابة محتوى الرسالة يجب إدراج عنوان " المرسل إليه" من خلال الضبغط على " To " وكتابة العنوان يدويا أو عن طريق اختيار العنوان المطلوب من قائمة العناوين المتوفرة ثم الضبغط على "Send".



بعد الانتهاء من إرسال الرسالة سيتم حفظها تلقائياً في صندوق الرسائل المرسلة " Sent Items"

🏉 Test29 - Outlook Web Ap	pp - Windows Internet Explorer	
O https://pod510	51014.outlook.com/owa/?rru=inbox#	P -
File Edit View Favorites	Tools Help	
🚖 Favorites 🛛 🚖 🏉 Suggesti	sted Sites 🔹 🙋 Free Hotmail 🙋 Get More Add-ons 🔹	
O Test29 - Outlook Web App	ar and a statety -	Tools 🕶 🔞 🕶 🎇
Outlook Web App	Mail - Office - Photos - MSN - Sign out	Test29 🔳 🗸
Mail > Sent Items 2 Item	ms 🗍 Find Someone Opti	ions 🔹 🕜 👻
 Favorites Inbox Unread Mail Sent Items 	New → Delete → Move → Filter → View → Image: Conversations by Date → Newst on Top	Actions +
 Test29 Inbox Drafts Sent Items Deleted Items Junk E-Mail Notes Search Folders Contact List 	Lodav Test Account910 Last Week ▷ M Test mail Test31; Test33; Test34; Test86; Test87; Test88; Test89; Test91; Test91; Test92; Test93; Test94; Test95; Test96; Test97; Test98; Te	[약 6:24 AM Wed 5/25
Mail Calendar Contacts Contacts Tasks		
	🔁 😜 Internet 🦛 👻	🔍 100% 🔹 🔡

لعرض الرسائل الجديدة يجب الدخول على صندوق البريد الوارد "Inbox"



5.3.2 التقويم:

🏉 Test29 - Outlook Web Ap) - Windows Internet Explorer		
O https://pod51 O	14.outlook.com/owa/?rru=inbox#	💌 🔒 🐓 🗙 🔽 Bing	P -
File Edit View Favorites	ools Help		
🖕 Favorites 🛛 👍 🏉 Suggest	d Sites 🔻 🙋 Free Hotmail 🙋 Get More Add-ons 🔹		
O Test29 - Outlook Web App		🐴 👻 🔝 🚽 📑 🖷 Page + Safety + Ti	ools • 🕡 • 👋
Outlook Web App	Mail 👻 Office 👻 P	hotos • MSN • sign out 1	Fest29 🔳 🗸
Calendar > June, 2011		Find Someone Optio	ns 🐐 🕜 🐐
< June 2011 - >	New - Delete Go to Today 🛄 🎆 🎆	Share - View - 👜	
S M T W T F S	1 wednesday		
5 6 7 8 9 10 11	12 мм		
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26 27 28 29 30 1 2	1 AM		
3 4 5 6 7 8 9			
 My Calendars 	2 AM		
Calendar	3		
	4 AM		
	5 AM		
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Calendar	Z AM		
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🟹 Tasks	8 AM		
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يمكن للمستخدم تنسيق مواعيده واجتماعاته ومهامه من خلال اختيار ايقونة "New" المتوفرة على شريط الأدوات المتواجد بأعلى الصفحة ومن ثم اختيار المميزات التالية: - موعد. - طلب اجتماع. - رسالة.

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https://pod510	4.outlook.co	om/owa/?ae	-Item&a-	=New8d=IPN	1.Appointme	nt&fId=LgAAAA	Diw2g35HisSpb	3f7yUiGC9A	QA×A%2f%2bl	
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Appointment	Scheduli	ng Assista	ant							
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ocation:										
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tart ume:	wed 6/1/	2011		7.00 AM			vent			
nd time:	Wed 6/1/	2011	*	8:00 AM	*					
Reminder:	15 minute	es	*	S	how time	as: Busy		*	Private	
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5.3.2.1 موعد جديد

يتم من خلاله ضبط المواعيد مع الأشخاص المعنيين وتحديد الوقت والمكان وإضافة بعض الملاحظات ومن ثم حفظه "Save and Close". ويمكن مشاهدة الجدول الزمني للمواعيد المرتبطة بالأشخاص المدعوين من خلال "Scheduling Assistant"



سيظهر الموعد بعد حفظه في التقويم تلقائياً.

🌈 Test29 - Outlook Web Aj	pp - Wind	ows Internet Explorer	
G 🗢 🖉 https://pod5:	1014.outlool	k.com/owa/?rru=inbox#	f 🗙 🔁 Bing
File Edit View Favorites	Tools He	þ	
🚖 Favorites 🛛 🚖 🏉 Sugges	ted Sites 🔻	🦻 Free Hotmail 🙋 Get More Add-ons 👻	
O Test29 - Outlook Web App			🛐 🔻 🔝 🕤 🖃 🖶 🔻 Page 🕶 Safety 👻 Tools 👻 🔞 👻
Outlook Web App		Mail 🗸 Office 🔨 Photos 🛀 MSN 👻	sign out Test29 🗷 -
Calendar > June, 2011			Find Someone Options * 🕐 *
<pre> June 2011 - > S M T W T F S 29 30 31 1 2 3 4</pre>	New -	Delete Go to Today 📰 📰 📰 Share - View - 🖨 2 thursday	Appointments
5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 78 28 20 1 2	7 AM	2	Thursday, June 02, 2011 8:00 AM-10:30 AM. Where: @MOE
3 4 5 6 7 8 9 My Calendars	8 AM	Appointments ©MOE	Reminder: 30 minutes Show time as:
🛛 🛄 Calendar	9 AM		nave an appointment wat Die Anneu
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Done			😜 Internet 🦓 🔹 🔍 100% 💌 🏢

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5.3.2.2 طلب اجتماع

لعقد الاجتماعات بين الأشخاص المعنيين يتم تحديد الوقت والمكان وإضافة بعض الملاحظات ومن ثم إرسال الدعوة عن طريق الضغط على "Send".

🖉 Untitled Meet	ting - Window	s Internet	Explorer						×
littps://pod5101	4.outlook.com/ov	va/?ae=Item	8.a=New8.t=I	PM. Appoin	tment&fId=	.gAAAADiw2g3	35HisSpb3f7yUiG	19AQAxA%2f%2bl 🥤	9
Send 🛃 🔘) 🔝 🤂	Sec. V	- 🔣 🕴	1	•	HTML	~	6	2
Appointment	Scheduling A	ssistant							
То	Test Accounts	9 <u>10</u>							
Optional									
Resources									
Subject:	An important	meeting							
Location:	@MOE				Reque	st a respons	se to this invita	ation	
Start time:	Wed 6/1/201	1 🗸	7:00 AN	1	🖌 🗌 Al	l day event			
End time:	Wed 6/1/201	1 💙	8:00 AN	1	*				
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About <u>Live@</u> so please atte	<u>edu</u> project end at the ti	me!							
https://pod51014.ou	tlook.com/owa/?a	e=Item&a=N	lev		6	Internet	4	🚡 🔹 🔍 100% 🔹	.:

وسيدرج الموعد في التقويم تلقائياً بعد إرسال الدعوة.

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Calendar > June, 2011		🔝 Find Someone Options * 🕐 *							
<pre> June 2011 - > S M T W T F S 29 30 31 1 2 3 4 </pre>	New - < >	Delete Go to Today Go to Today Go to Today Go to Today An important meeting 1 wednesday Go to Today Go to Today Go to Today Go to Today							
5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	5 AM	Required: Test Account910 Accepted: No attendees have accepted.							
26 27 28 29 30 1 2 3 4 5 6 7 8 9 ▲ My Calendars	6 AM	Tentative: No attendees marked their acceptance Tentative.							
🗹 🧰 Calendar	7 AM	An important meeting @MOE; Test29 Sent Wednesday, June 01, 2011 7:06 AM Wednesday, June 01, 2011 7:06 AM.							
	8 AM	Where: @MOE							
	9 AM	No responses have been received for this meeting.							
	10 AM	About Live@edu project							
Calendar	11 AM	so please attend at the time!							
Contacts	12 PM								
🟹 Tasks									
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ستظهر للمستخدم شاشة تذكيرية تلقائياً عنما يحين موعد الاجتماع حسب الوقت الذي تم تحديده من قبل المستخدم مسبقاً وسيتم إستلام رسالة في حالة قبول أو رفض الطرف الآخردعوة الاجتماع.





5.3.3 جهات الاتصال: يمكن للمستخدم حفظ بيانات جهات الاتصال الجديدة عن طريق إدخال الاسم والبريد الإلكتروني بالإضافة إلى أي معلومات أخرى حسب رغبة المستخدم وسيتم إضافة جهة الاتصال تلقائيا في قائمة جهات الاتصال لاسترجاعها في حالة الحاجة اليها مستقبلاً.

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5.3.4 المهام

يتيح قسم المهام تحديد المهام المختلفة للمستخدمين وذلك لترتيب أوليات العمل عن طريق إضافة مهمة جديدة وحفظها "Save and Close"



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5.4 استخدام برامج MS Office:

تتيح المنظومة إمكانية استخدام وفتح جميع ملفات MS Office (NS Word, Excel,)MS Office) على صفحة الويب مع جميع أدواتها دون الحاجة إلى أن تكون البرامج المذكورة منزلة فعلياً على الجهاز .





لعرض المستندات التي تم الإطلاع عليها مؤخرا يجب الضغط على رابط (Recent). (Documents) .



لإدراج ملف جديد يجب الضغط على "New".





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ستظهر الخيارات التالية عند تمرير المؤشر على (My documents):

- المشاركة (Share)
- خصائص (Properties)
- تحديد الصلاحيات (Edit Permissions)

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الصفحة الرئيسية (Home)



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جديد > OneNote Notebook مع التسمية

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سيتم تخزين الصور على الـ SkyDrive



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SkyDrive وكيفية الانتقال إليه



5.6 الخروج من المنظومة: للخروج من المنظومة بعد استكمال الإجراءات اللازمة يجب الضغط على رابط " Sign". out".

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