

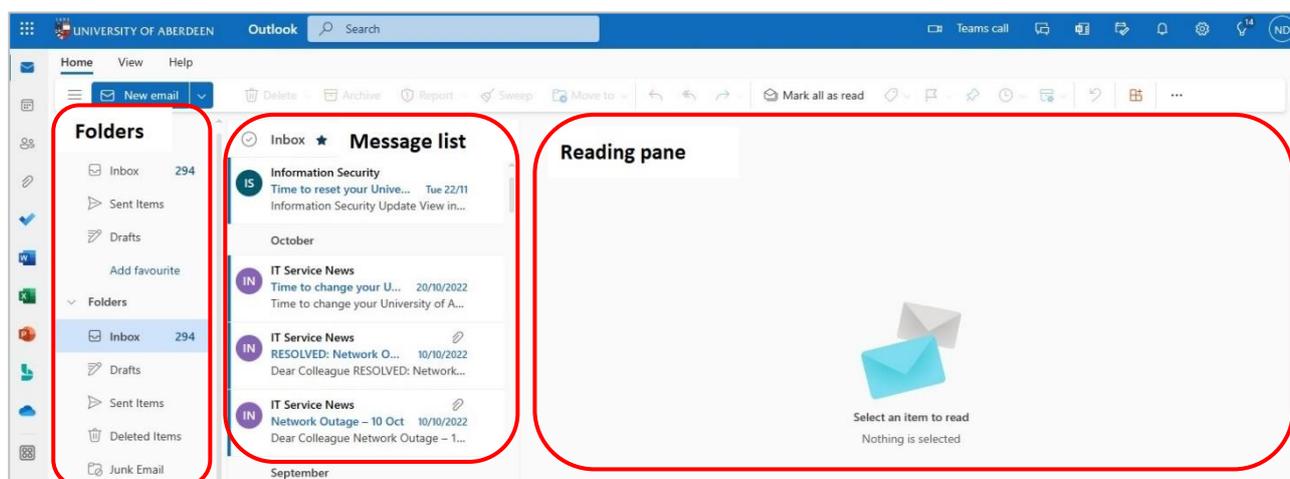
Introduction to Student Email

Accessing your email

Whether you are on or off campus, you can access your student email account using *Outlook on the web*. All you need is a web browser, such as *Microsoft Edge*, and your University login credentials. Go to <https://outlook.com/abdn.ac.uk> - you may want to add this URL to your bookmarks or favourites.

1. The first time you log in to Outlook on the web you may be asked to complete your personal information.
 - Type your University login credentials: **username@abdn.ac.uk** (eg *u99jb19@abdn.ac.uk*) and password.
 - Click **Sign In**.
 - If you are logging in for the first time, follow the instructions by clicking **I accept**.
 - Set the language to **English (UK)** and **time zone to (GMT) Greenwich Mean Time**.
2. You may be prompted to set up a Multi-factor Authentication method, which could be the [Microsoft Authenticator App](#) or calls/texts to an [Authenticator Phone](#).
3. You may also be asked to **provide authentication details** which can be used should you need to re-set your password at any time. This can be a phone number or alternative email address.

Your Outlook on the web window should look similar to the example shown below.



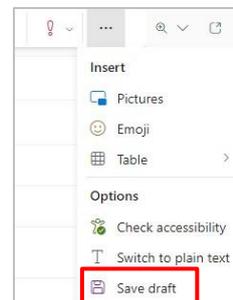
Responding to an email

1. Any emails you receive appear in the **Message list**. Click on an email to view it in the Reading Pane.
2. Respond to an email by clicking **Reply**, **Reply All**, or **Forward**, at the top right of a message in the **Reading pane**.

Creating a new email

1. To create a new email message click **New email** at the top left of the page.
2. Remember to populate all required fields, and it is good practice to fill in the message **Subject** field to explain the purpose of your email.

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- You may want to make use of the **Cc** (Carbon copy) and **Bcc** (Blind carbon copy) fields. But remember that the list of **Cc** recipients is visible to *all* recipients of the message. If you would prefer additional recipients not to be visible to all, use **Bcc**.
 - You can also save a draft of a message so you can continue editing before you send it later.
 - Click the ellipsis **...** (top right of the new message) and select **Save draft**.
 - To finish a draft, go to the **Drafts** folder and select the draft.

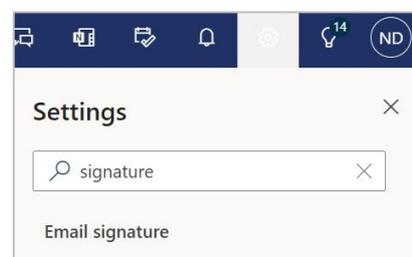


Sending an attachment

To send a file with your email, click **Attach** (paperclip icon) and attach the file that you want to send.

Creating a signature

- You may like to set up an email signature containing useful information such as your name and contact details.
 - Click the **Settings** icon (the cog, top right).
 - In the Search box, type **Signature** then select **Email signature**.
- Create your signature and give it a name. Press Save.
- Under **Select default signatures**, click the drop down next to **For New Messages** and select the name of the signature you created. It will then appear automatically at the end of each new message that you compose.



Sending automatic replies

- Outlook on the web includes an Out of Office Assistant that can automatically reply to incoming emails to notify senders of your absence and/or an alternative way to contact you.
 - Click the **Settings** icon (the cog, top right).
 - In the Search box, type **Automatic** then select **Automatic replies**.
- Click **Turn on automatic replies** and tick the checkbox to **Send replies only during a time period**.
- Specify the date/time range to send automatic replies, and type a message for senders, and choose whether to send replies outside your organisation.
 - When complete click **Save**.

Changing time zone

To ensure your auto-replies, appointments, tutorials, lectures etc are correctly stored you must **make sure your time zone is set correctly**.

- Click the **Settings** icon (the cog, top right)
- In the Search box, type **time** then select **Language and region**.

Select the correct time zone for the UK: **(UTC+00:00) Dublin, Edinburgh, Lisbon, London**. From this screen, you can also change language settings, and time and date format.

Log out

When you are ready to log out of Outlook on the web, click the user icon (top right) and then **Sign out**.

Further information and help

Click the **Help** tab (top left next to Home and View), then the Help button for help using Outlook on the web. Search for a keyword eg *attachment*.

More information is [available on our web pages](#) and also in our Toolkit [MS Outlook resource](#).

You can also use [MyIT](#) to log calls with the University's IT Service Desk.