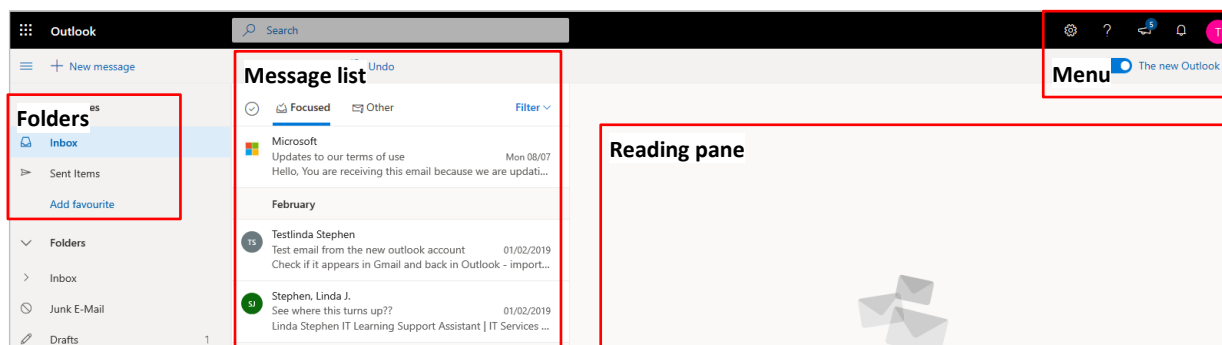


# Introduction to Student Email

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

1. The first time you log in to OWA, you may be asked to complete your personal information.
  - Type your University login credentials: **username@abdn.ac.uk** (e.g. *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 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.
3. Your OWA window should look similar to the example shown below.



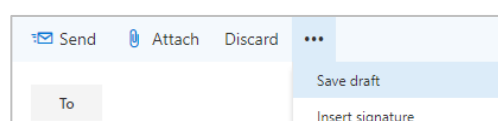
## Responding to an email

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 message** 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.
3. 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**.
4. 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 window) and select **Save draft**
- This is stored as a draft.



5. To finish a draft, go to the **Drafts** folder and select the draft.

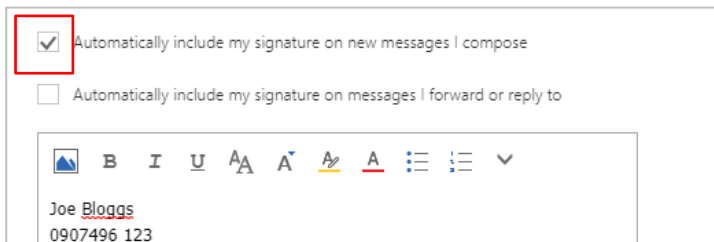
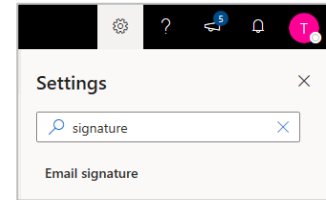
---

## 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

1. 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**
2. Create and **save** your signature. Remember to tick the checkbox to **Automatically include my signature on new messages I compose** so it will appear automatically at the end of each message that you send.



## Sending automatic replies

1. OWA 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**.
2. Click **Turn on automatic replies** and tick the checkbox to **Send replies only during a time period**.
3. 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 OWA, click the user icon (top right) and then **Sign out**.

## Further information and help

Click the **question mark** icon (top right) for help using OWA. Search for a keyword e.g. *attachment*.

More information is [available on our web pages](#) and also in our Toolkit [Email for Students resource](#).

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