

Student email – Office 365

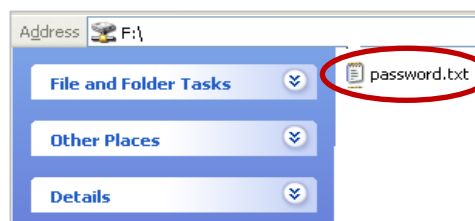
How do I find my University email address and password?	1
On campus	1
Off campus	1
How do I login to my email account?	1
I've forgotten my password – what should I do?	3
How do I change my email password?	4
How can I block email addresses?	4
How do I forward University messages to my own personal email account?	5
Where can I get more help?	5

How do I find my University email address and password?

You will find details of your email address and initial password for your Student Email account in a text file on your personal filestore (F:\ drive).

On campus

1. Log in to the University network using your network username and password.
2. Double click on the **Computer** icon on the desktop.
3. You will be presented with a list of the network drives.
4. Double click on the F: drive.
5. Open the **password.txt** file.

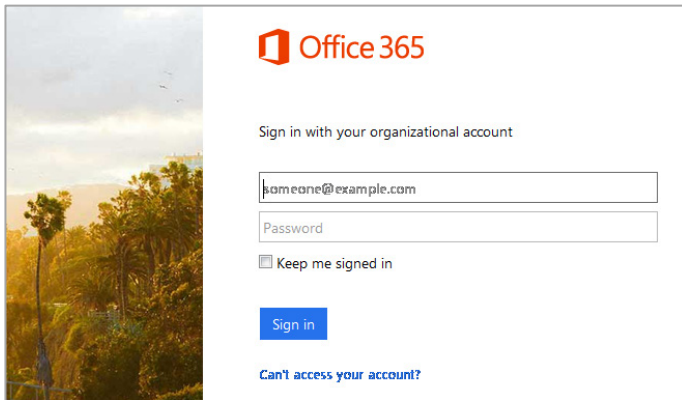


Off campus

To access your F: drive from outside the University, please refer to the Computing Guide *Accessing your Salford files from home* guide: www.salford.ac.uk/library/guides

How do I login to my email account?

You can login to your Student email account through the *Students' Channel* at <http://students.salford.ac.uk/>, or by going direct to <http://login.microsoftonline.com/>. This link will take you to the *Office 365* sign in page.

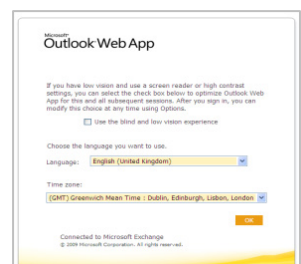


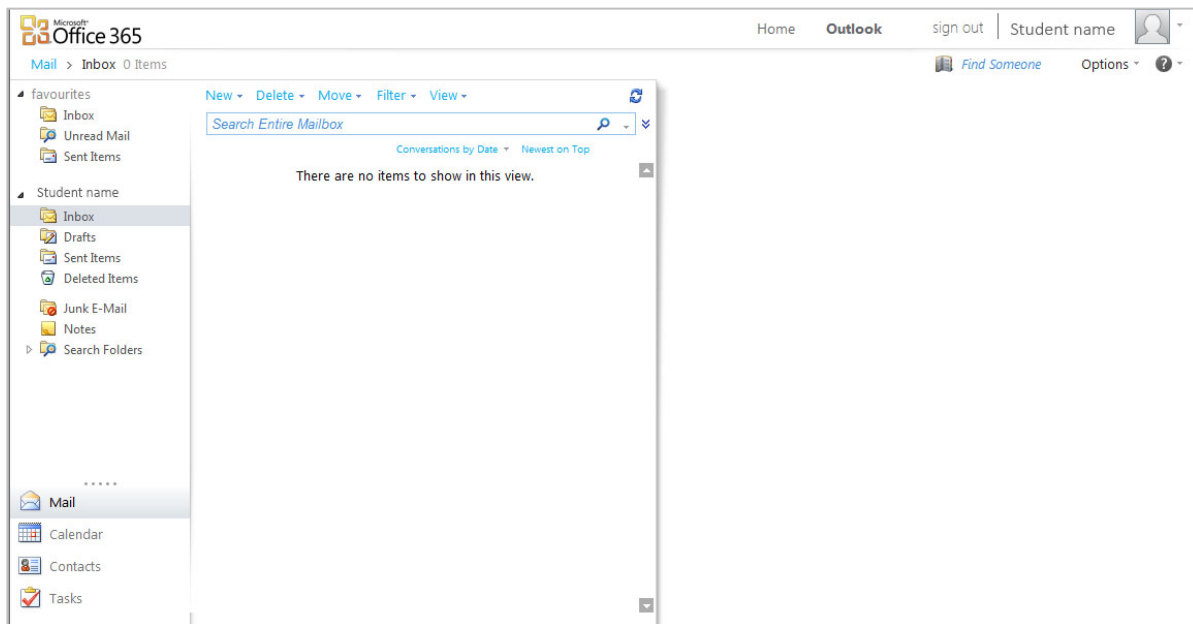
1. Enter your Student email address and password in the relevant fields.
(See the section *How do I find my University email address and password?*)
2. Click **Sign In**.

Warning: DO NOT tick the 'Keep me signed' in option unless you are using a computer that no one else has access to. Doing so may compromise the security of your account.

New users will be prompted to change the initial password in a dialog box similar to the one below.

3. Enter your new password information, and follow the tool tip guidance on choosing a 'strong' password
4. Click **Save**.
5. The *Outlook Web App* page is now displayed. Select the options which you require, such as language and Time Zone.
6. Click **OK**, and your mailbox will now be displayed.





The Office 365 mailbox window

I've forgotten my password – what should I do?

You can reset your password via www.its.salford.ac.uk/students/password/ – click on one of the password change links.


1. Click on 'Change your Office 365 Password'

2. Enter the requested information
3. Click on **Confirm Identity**
4. Read through the password advice
5. Type in your new password into the relevant fields
6. Click on **Set Password** and your password reset is complete.

Remember to choose a password between 8 and 16 characters, using mixed case letters and at least one numeric character.

How do I change my email password?

You can change your password within Office 365 at any time, or via www.its.salford.ac.uk/students/password/

1. Click on the *Office 365 Settings* icon , located in the top right of the screen
2. Select **Options**
3. Select **Change your password** from the Shortcuts list right hand side of the page
4. Follow the on-screen instructions and enter the requested information.

How can I block email addresses?

If you are receiving unsolicited email from a particular source, or want to prevent emails from a particular person appearing in your Inbox, you can specify which email addresses are to be sent to your Junk Items folder.

1. Click on the *Office 365 Settings* icon, located in the upper right side of the screen
2. Select **Options**
3. Select **Block or Allow** from the menu on the left side of the screen

You will be presented with the Junk E-mail Settings page.



4. In the *Blocked Senders* section enter the email address you want blocked, and click the **Add** icon. Add multiple addresses one at a time.
5. Click **Save**.
6. To return to your Inbox click blue arrow link in the upper right side of the screen.


How do I forward University messages to my own personal email account?

It's so easy to forward University messages to your existing personal email account.

1. Select **Options**, from within *Office 365*
2. Select **Account**
3. Select **Connected Account**
4. Enter the address you want to forward University messages to, in the box headed '**Forward my e-mail to**'
5. Click **Start Forwarding**
6. Click on **Save**.

Where can I get more help?

The following options are available to you for additional help:

- Please go to <http://help.outlook.com> for additional help with *Office 365 Live*.
- Try the *Help* icon located on the top right of your *Inbox*.  Search or browse through its help topics.
- Visit the ITS Student Email FAQs: www.its.salford.ac.uk/students/email/faq.php or contact the *ITS Service Desk* by telephone on 0161 295 2444 email: its-servicedesk@salford.ac.uk.

Information provided in this Computing Guide was correct at the time of publication. A more recent version may be available at www.salford.ac.uk/library/guides.