

University E-mail

Learning and Information Service

Your personal email account

All students are provided with a personal University email account which is now Office 365.

It is essential you check it regularly as important information regarding your course will only be sent to your University email account.

The email address will be in the format: username@solent.ac.uk

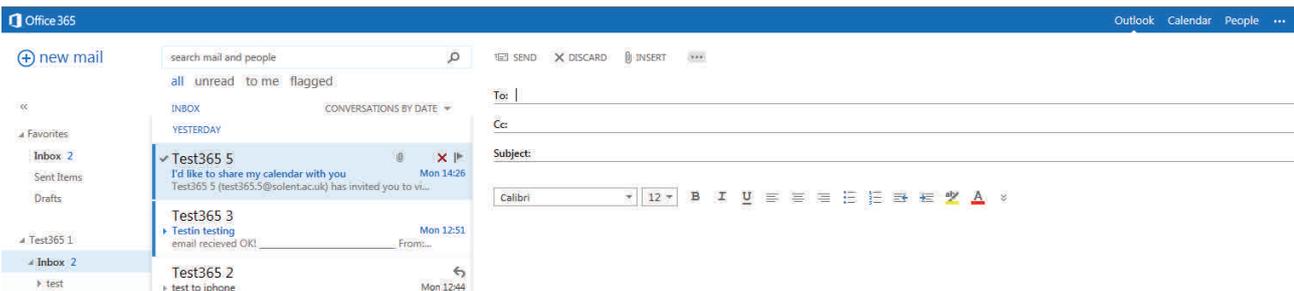
How do I access it?

You can access your email account through the University Portal, both on and off campus and via the internet, <http://email.solent.ac.uk>.

Outlook

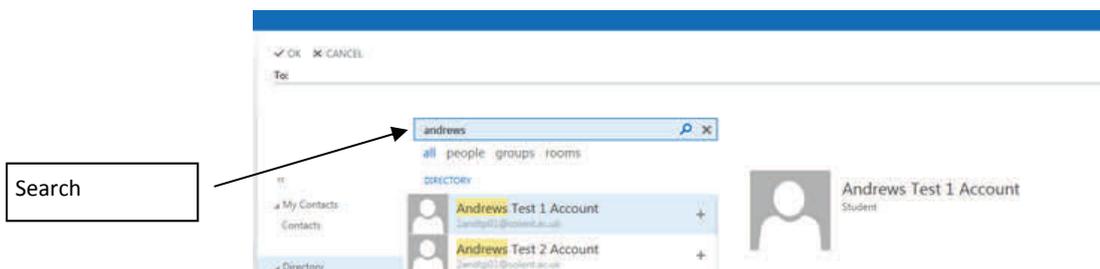
When you login to your email you will be in Outlook view where you read, create and manage your emails.

To send an email click on  new mail and the compose email page will appear .



To see the University Directory click on To: and click on the  key and then Directory. You can then search the University Email Directory.

You can also type the name of the recipient in the To: box to search the Directory.



Click on the + sign to add a recipients name. The names will appear next to To: at the top of the page. If you want to delete a name use the backspace key or click onto the name and use the delete key. When you have added the names you want click on OK. Type a subject and your message and then click on send.

Test365 1

Inbox 1

Drafts

You will have 4 important folders set up. Your Inbox, Drafts, Sent Items and Deleted Items.

Sent Items

These are fairly self explanatory.

Deleted Items

When you delete items they are moved to the Deleted Items folder but they are not totally removed until you delete them from the Deleted Items folder.

Junk Email

Notes

You can also create your own folders, for example right click on Inbox and select create new folder and then type a name for your new folder.

Calendar

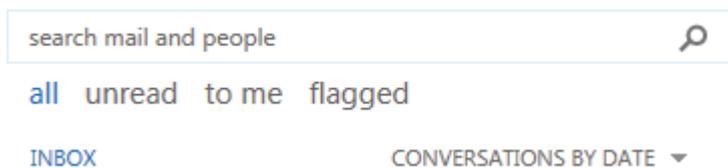
You also have a calendar which you can add to by clicking on \oplus new event.

People

You can create Contacts and Groups of Contacts here by clicking on \oplus new.

Searching in your mailbox

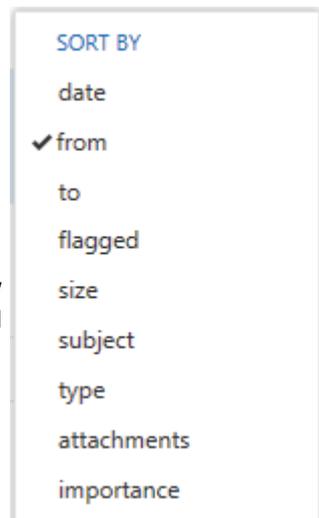
There is a very powerful search facility available, when you search for a word it will look at email names, peoples names and the text within emails.



search mail and people 

all unread to me flagged

INBOX CONVERSATIONS BY DATE 



SORT BY

- date
- from
- to
- flagged
- size
- subject
- type
- attachments
- importance

This can be useful but sometimes you need to narrow your search criteria. Click on the arrow next to Conversations by Date and you will various see sort options. If you click on from and type a name you should only see emails from that person.

Browsers and Devices

The email system works with all major browsers such as Internet Explorer, Firefox, Chrome and Safari. It should also be easy to set up on most Mobile devices. If you have problems setting up your device visit one of the Learning Resource Centre helpdesks

Forwarding to your personal email

If you still want to set forwarding click on the Settings button  and select Options. You will see an Option to Forward your email.

Click on this and type your personal email address in the Forwarding box and click on Start forwarding. You are advised to leave the Keep a copy... box checked so you get emails on both accounts.

And Finally

Your mailbox has 25 GB capacity, and attachments can be up to 25 MB. When your mailbox is full you will need to delete messages from your 'Sent' and 'Deleted' items folders.

You are also able to change a number of mailbox settings via the Settings Button.

Please ensure you logout from your email , click on the arrow next to your username and select Sign Out.