Email – Office 365 Webmail

Office 365 Webmail
After registering for IT Services, all new staff and students will have an Office 365 email account. Note, you may need to wait up to 2 hours before logging into your email account for the first time.
This account can be accessed from anywhere via the internet. [Please note that if you have a personal Live account with Microsoft you cannot be logged into both at the same time in the same browser.]

How do I access my e-mails on Office 365?
You can access Office 365 from the webpages below:
- www.warwick.ac.uk/insite (staff) and click the link in the list on the right to Email or www.warwick.ac.uk/students (students) and click the link in the list on the left to Email.
- Log into go.warwick.ac.uk/mymail or webmail.warwick.ac.uk with your IT Services username and password.
- If accessing from another device e.g. mobile, log in using your IT Services username@live.warwick.ac.uk and your password.

The first time you log into an Office 365 account you will be prompted to save some security questions and also to set your Time Zone: please select UTC+00:00: Dublin, Edinburgh, Lisbon, London.

Your email address is usually in the format initial.surname.(number)@warwick.ac.uk and is the address that should be given to your contacts.

How do I read an email?
Click on Inbox and then on the message you want to read. If all folders are not showing, click More.
If the headings across the top are too pale, choose a new theme in Settings gear icon.

How do I compose and send a new email?
Click on to create a blank email.
Click … for more options.
For emails to Warwick staff and students or personal contacts you have added, press To then click >> to search Directory (for the Warwick address book or Your contacts for your personal contacts) and type a surname in the search box to find the address from the lists. Once found, click + to add then click Save.
Alternatively, or for external email addresses, you can type the email address in the To box. Add a subject, type your message in the main area. Click the paperclip icon to attach documents (browse to your documents) if needed. Press Send.

How do I reply to or forward an e-mail?
Click to open the email you want to forward or reply to then the arrow by Reply all on the top bar and select Reply, Reply All or Forward as required.

Other settings
Click to show the Settings menu. Here you can:
- set automatic replies (out of office);
- choose a new theme;
- change display settings;
- click Mail (below Your app settings) to open the Options menu for setting rules, forwarding, turning off Clutter, managing junk mail etc.

Click the Apps button top left to access People (edit and add), Calendars and other applications. Note students do not have OneDrive access.

How much can I store in my mailbox?
Your quota allowance is 50GB.

How do I log out of Office 365?
Click the button showing your initials at the top right then click Sign out.
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