



Your email  
account

Everyone at SRUC is provided with an Outlook email account, which is an application in Office 365. Your student email account will be valid for the duration of your study.

Email addresses are formatted as [studentnumber@student.sruc.ac.uk](mailto:studentnumber@student.sruc.ac.uk)

By using Office365 you are able to access your emails from any device at any time.

### **Accessing email in Student Desktop**



You can access your email on Student Desktop by clicking the Office 365 (Email) icon. Please see the section on working off campus for more details on the student desktop.

### **Accessing email on your own devices**

This section gives you advice on how you can set up Outlook on your devices.

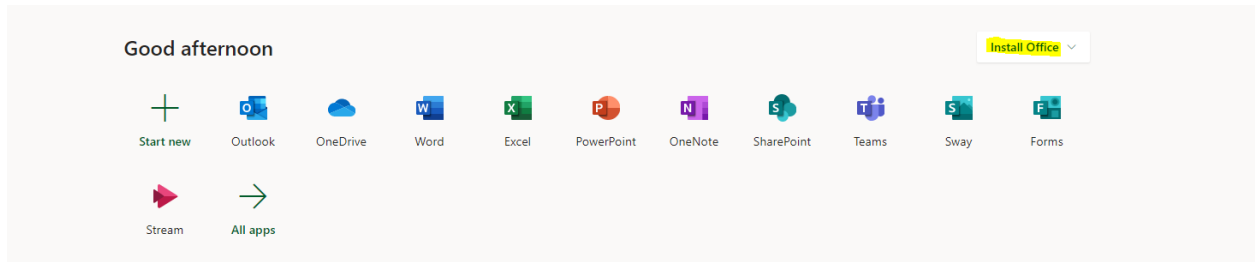
The [Microsoft help and support pages for Outlook](#) offer detailed guides on how to use Outlook, including:

- Set up your signature
- Using folders to organize your work

#### *Setting up your email client*

Outlook forms part of Office 365.

If you are using your own device, you can download a free copy of Microsoft Office. Log on to Office 365 and select Install Office from the top right corner of the home page.



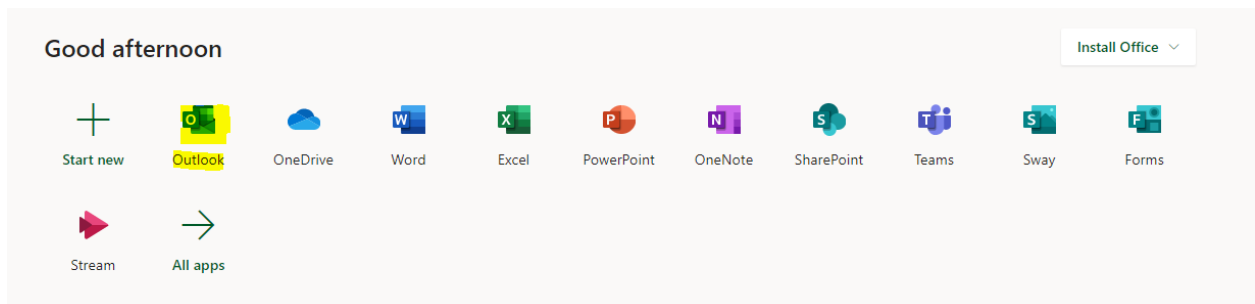
When you open Office 365 for the first time, you will be presented with a login screen.

1. Enter your Office365 username in the format [studentnumber@sruc.ac.uk](mailto:studentnumber@sruc.ac.uk) and click Connect
2. A dialogue box will appear for you to enter your password. Your password might already be populated. Click Sign in

### *Outlook on the web*

You can easily access Outlook on any device by going to [www.office.com](http://www.office.com) and signing in with your Office 365 account ([studentnumber@sruc.ac.uk](mailto:studentnumber@sruc.ac.uk) and password).

Select Outlook from the list of options



Alternatively, you can go directly to Outlook by going to the link <https://mail.office365.com>

If you are using a SRUC device you will need to use this option.

### *Outlook for mobile and tablet devices*

- Download the Microsoft Outlook app from the [app store](#) or [play store](#)
- The **Add an account** screen will display. Enter your college **Office365 account** (studentnumber@sruc.ac.uk) and tap **Add account**
- If prompted for a provider, select Office 365
- Enter your college password. Click **Sign in**
- If you are prompted, click **Activate** to allow SRUC IT policies



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