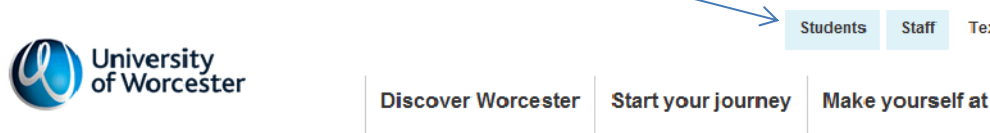


## How to.....access your student email

You can access your student email both on and off campus. Simply follow these steps:

Open a web browser and go to the university homepage – [www.worc.ac.uk](http://www.worc.ac.uk)

Click the 'Students' link at the top of the screen



Click the 'Student Application Portal Login' button and then enter your username and password.

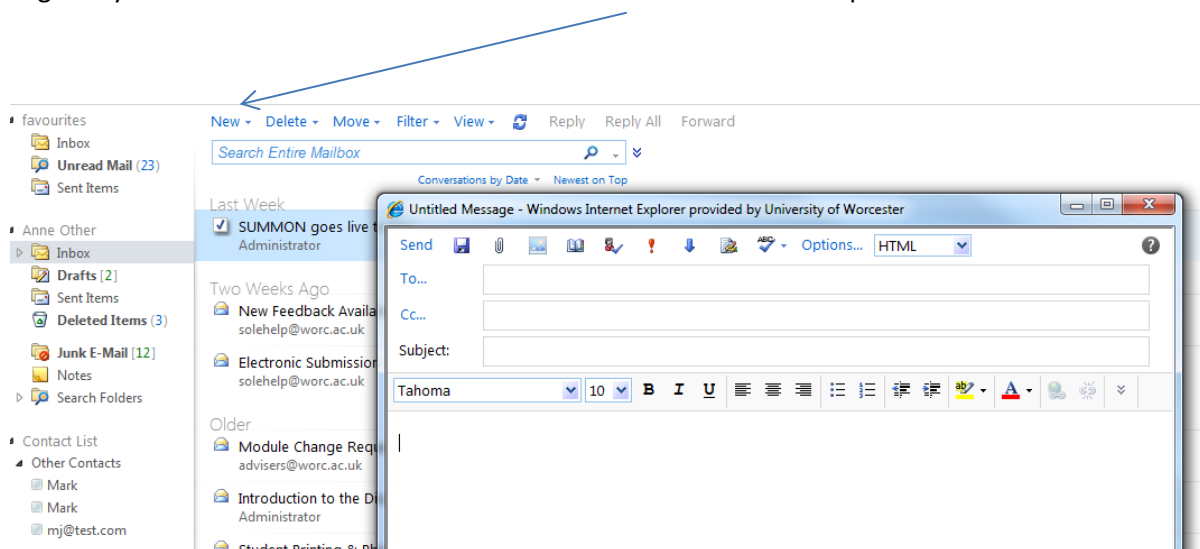


You will be presented with a list of student systems – click the Email link.

This will open a new web browser window and automatically log you into your student email account.

## How to.....send an email

Log into your student email account and click the 'New' button to compose a new email



A new window will appear as shown above. Enter the email address of the recipient (if you want to send to multiple recipients simply separate the email addresses with a semicolon). Enter the subject and write the email in the large white space underneath – you can make use of the various text formatting options available if you wish.

To add an attachment click the paperclip icon.

When you're ready to send the email click the 'Send' link.

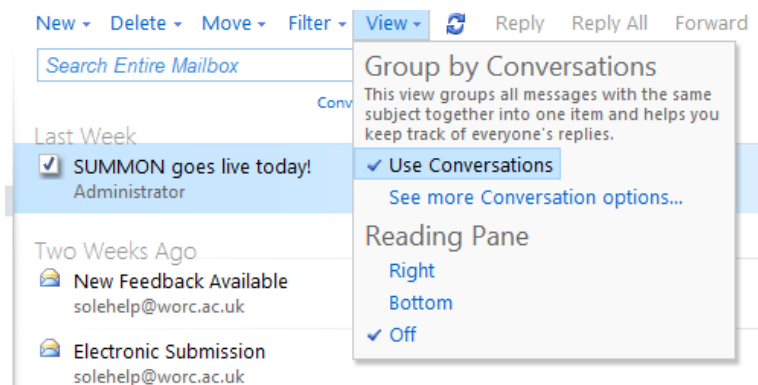
## How to.....organise your email

You can create additional folders within your Inbox to help you organise your student email. To do so, right-click on your Inbox and select Create New Folder. Type a name for the folder and press Enter.

You can work with your various mail folders in much the same way by right-clicking and choosing options from the context menu that appears (moving, deleting, emptying folders etc).

### How to.....turn off conversation view

The student email system has a feature where emails exchanged back and forth between particular individuals are grouped together as a “conversation”. This feature is turned on by default but may not be to everyone’s taste. To turn off conversation view navigate to the folder for which you wish to turn it off and click the ‘View’ link at the top of the list of emails. Then click ‘Use Conversations’ to un-tick it. This will revert to the more familiar style of all emails being listed individually.



### How to.....access your email through an email client such as Microsoft Outlook

You can use an email client such as Microsoft Outlook to access your student email account using POP, IMAP and SMTP. The connection settings you’ll need for each protocol are as follows:

#### **POP setting**

Server name: pod51014.outlook.com  
Port: 995  
Encryption method: SSL

#### **IMAP setting**

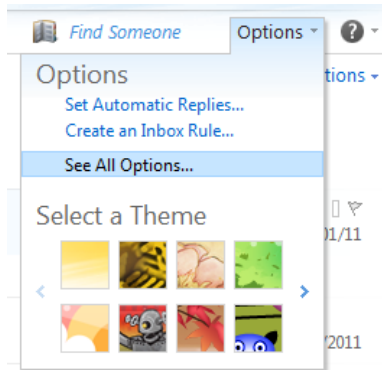
Server name: pod51014.outlook.com  
Port: 993  
Encryption method: SSL

#### **SMTP setting**

Server name: pod51014.outlook.com  
Port: 587  
Encryption method: TLS

## How to.....forward all your email to another account

Log into your student email account and click the 'Options' button towards the top right corner of the screen. Then select 'See All Options' as indicated below.



Click the 'Connected Accounts' tab and at the bottom of the screen you will see a section titled 'Forwarding'. Enter the email address to which you want to forward all you student email and tick the box underneath if you want a copy of all messages to stay in your student email account. Then click the 'Save' button to save changes.

Forwarding

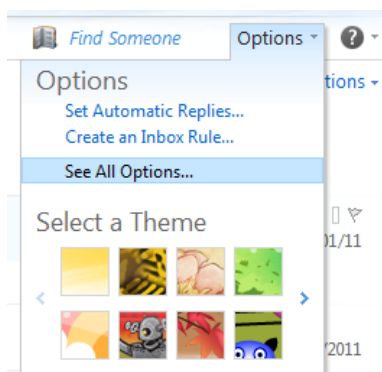
Forward my e-mail to:

Keep a copy of forwarded messages in Outlook Web App

[✖ Stop Forwarding](#) | [✔ Save](#)

## How to.....check how much space you have left on your account

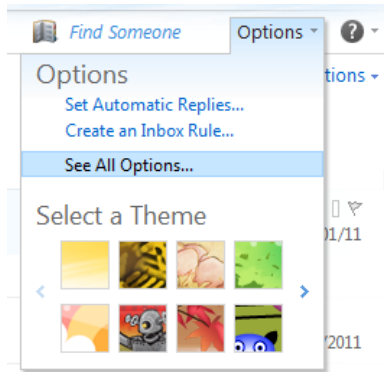
Log into your student email account and click the 'Options' button towards the top right corner of the screen. Then select 'See All Options' as indicated below.



Your mailbox usage information will be displayed on the screen.

## How to.....change your name on your student email account

Log into your student email account and click the 'Options' button towards the top right corner of the screen. Then select 'See All Options' as indicated below.

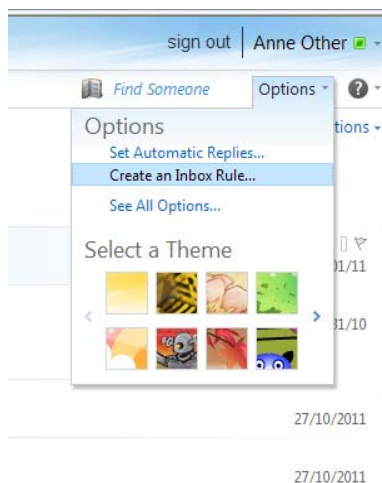


In the Account Information box you will see the name currently assigned to your account – this is the name that will appear on emails you send. If you wish to change this you can do so by clicking the 'Edit' button just underneath where it displays your account information.

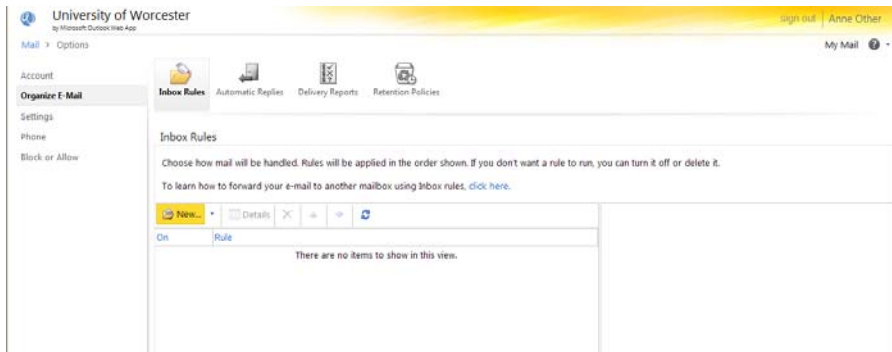
Please note that this will only affect your email, not other university systems such as SOLE and Blackboard. Your email address itself is fixed and cannot be changed.

## How to.....create inbox rules

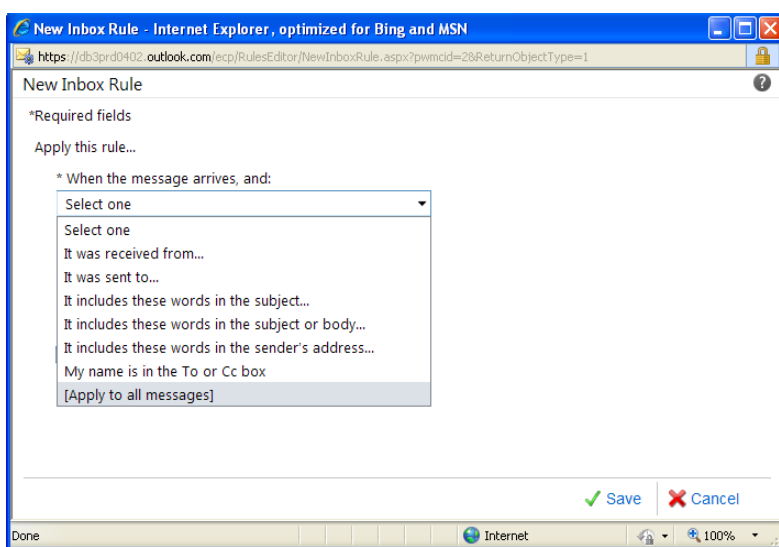
1. After you sign in to Outlook Web App, click **Options** > **Create an Inbox Rule**.



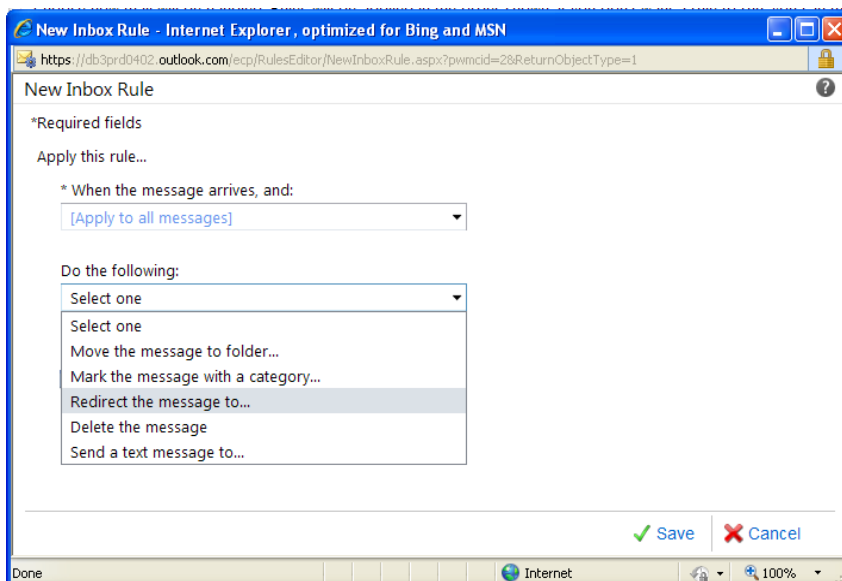
2. On the **Inbox Rules** tab, click **New**.



3. Choose the condition on which this rule will apply using the drop down box under "When the message arrives and:"



4. Under **Do the following**, choose the action you would like implemented for this rule.



5. Click **OK** to save your selections and return to the new rule window.
6. Click **Save** to save your rule and return to the **Inbox Rules** tab.

