

# Accessing Webmail

Stellenbosch University Webmail can be accessed from anywhere in the world via <http://www.sun.ac.za/webmail>.

Webmail has the same interface and almost the same functionality as your Outlook Client. Different links are available for Stellenbosch mail, Bellville Park mail and Tygerberg mail. Choose the link for the campus on which you are registered.



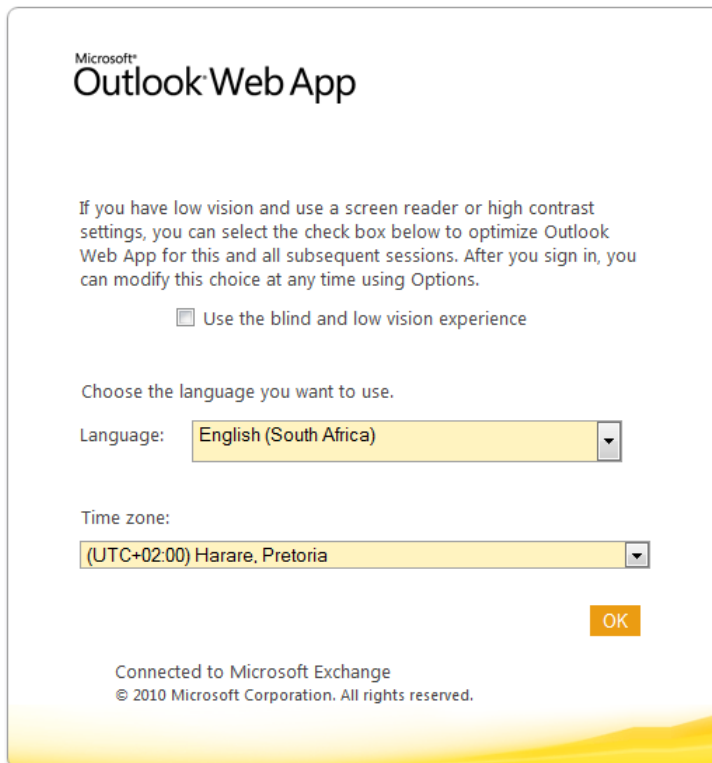
The screenshot shows the webmail login page for Stellenbosch University. At the top left, it says "Stellenbosch University" and "UNIVERSITEIT STELLENBOSCH UNIVERSITY" with a logo. At the top right, there is a link "Back to SU Home page". Below the header is a banner image of students walking on a path. The main content area has the heading "Web e-pos vir Universiteit Stellenbosch" and "Webmail for Stellenbosch University". Below this are three links: "~ Stellenbosch mail", "~ Bellville Park mail", and "~ Tygerberg mail". At the bottom, there is a footer with copyright information: "All rights reserved © 2007 - 2009 Stellenbosch University Private Bag X1, Matieland, 7602, Stellenbosch, South Africa Tel.: +27 21 808 9111". To the right of the footer are links for "Terms of use", "IT: Policies and Regulations", "Disclaimer", and "Feedback".

Enter your username and password (no domain needed) and click **Sign In**

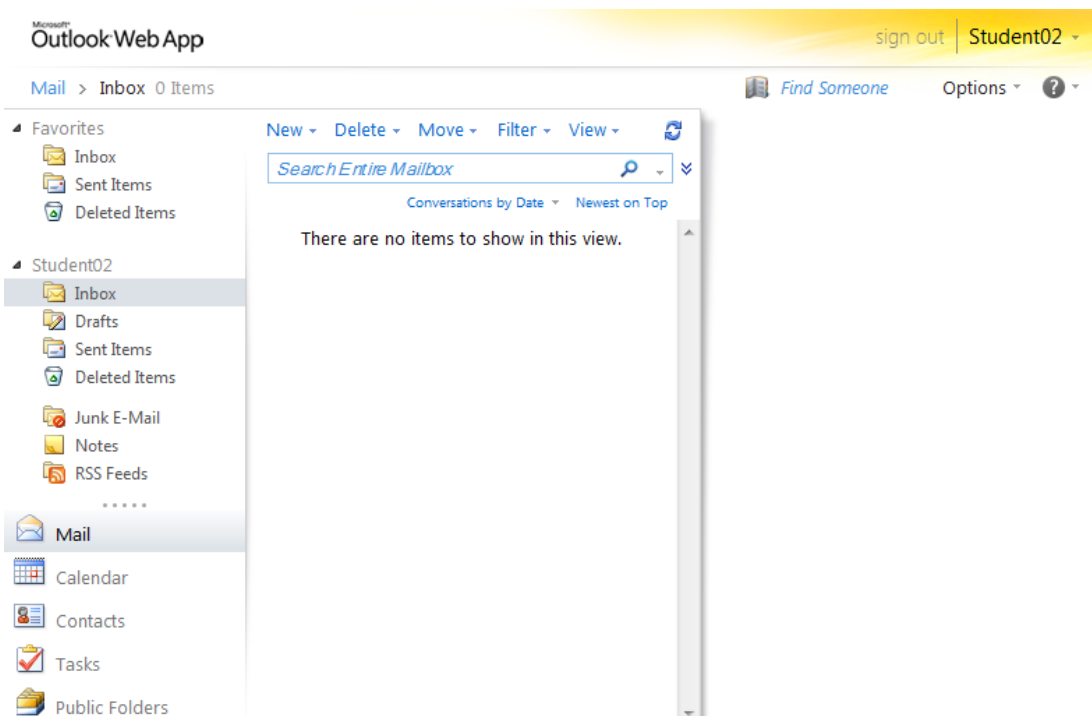


The screenshot shows the Microsoft Outlook Web App login form. At the top left, it says "Microsoft Outlook Web App". Below this is a "Security" section with a link "(show explanation)". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App". Below the radio buttons are two input fields: "User name:" and "Password:". To the right of the "Password:" field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2009 Microsoft Corporation. All rights reserved."

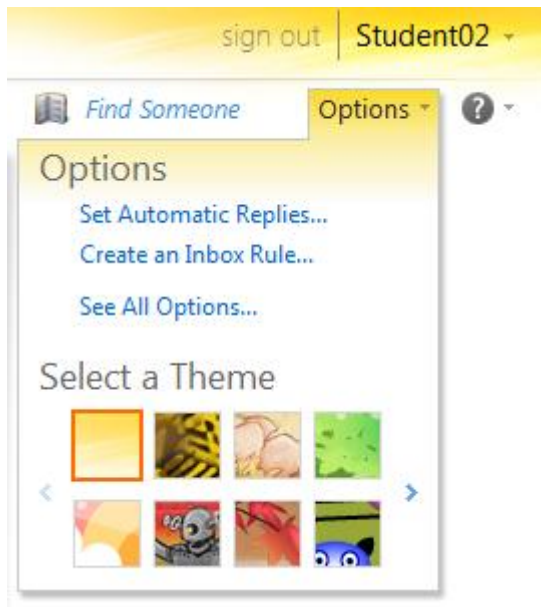
The first time you sign in to webmail you will be greeted with the following screen, set it accordingly and click **OK** (You can tick the low vision experience box if you are on a limited data connection)



Below is what your Inbox will look like.



Click Options to **Set Automatic Replies, Create Inbox rules, Select Theme etc.**



Click **See All Options** to show more information about your account and other settings

[Mail](#) > [Options](#)

#### Account

[Organize E-Mail](#)

[Groups](#)

[Settings](#)

[Phone](#)

[Block or Allow](#)