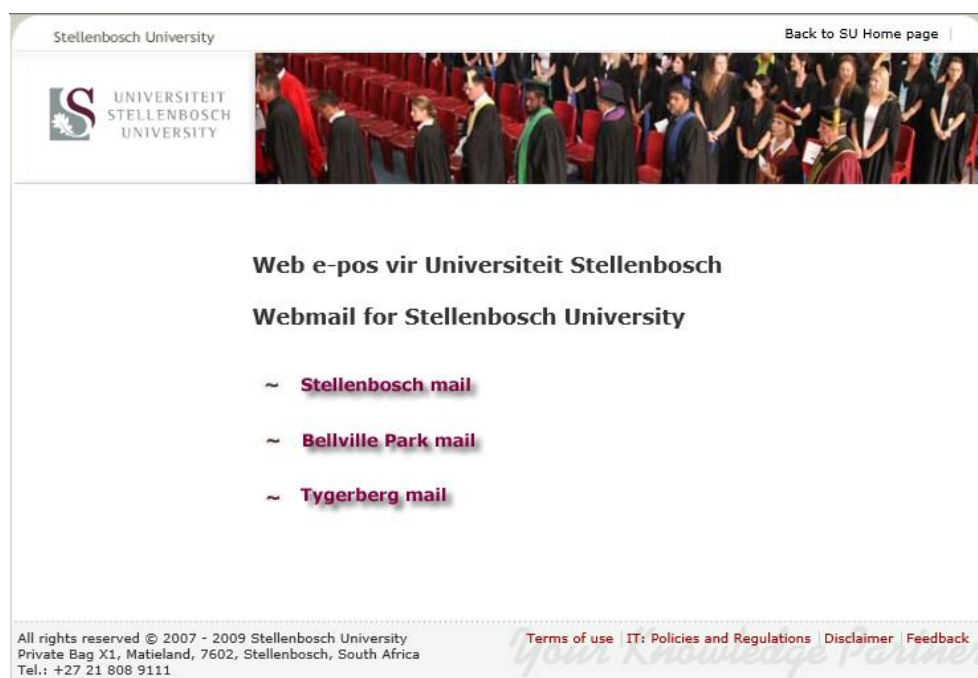


# Accessing Webmail

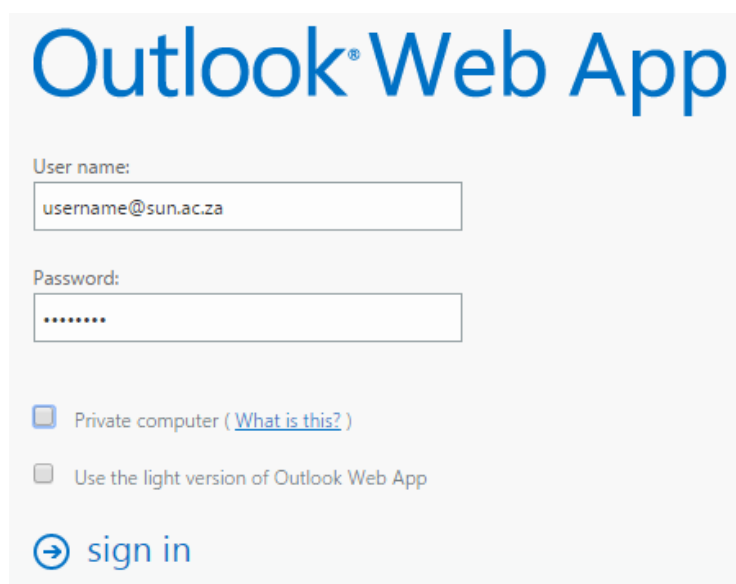
Stellenbosch University Webmail can be accessed from anywhere in the world via <http://www.sun.ac.za/webmail>.

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 is the university logo and name. At the top right is a link to the home page. Below the header is a banner image of graduates in gowns. The main content area features the text '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 and links for 'Terms of use', 'IT Policies and Regulations', 'Disclaimer', and 'Feedback'.

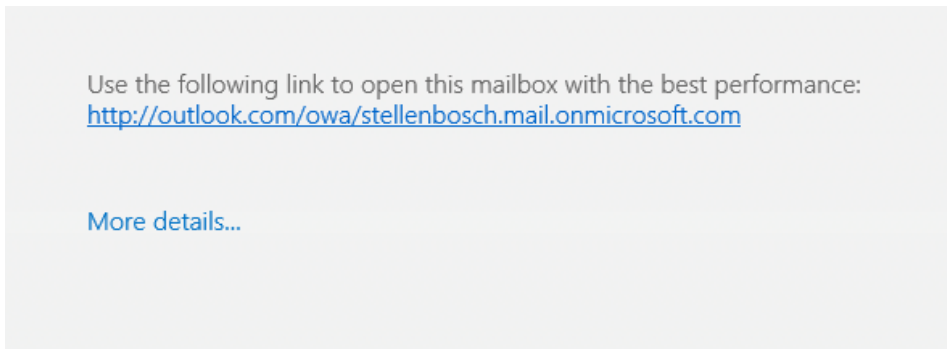
Enter your username and password (no domain needed) and click **Sign In**



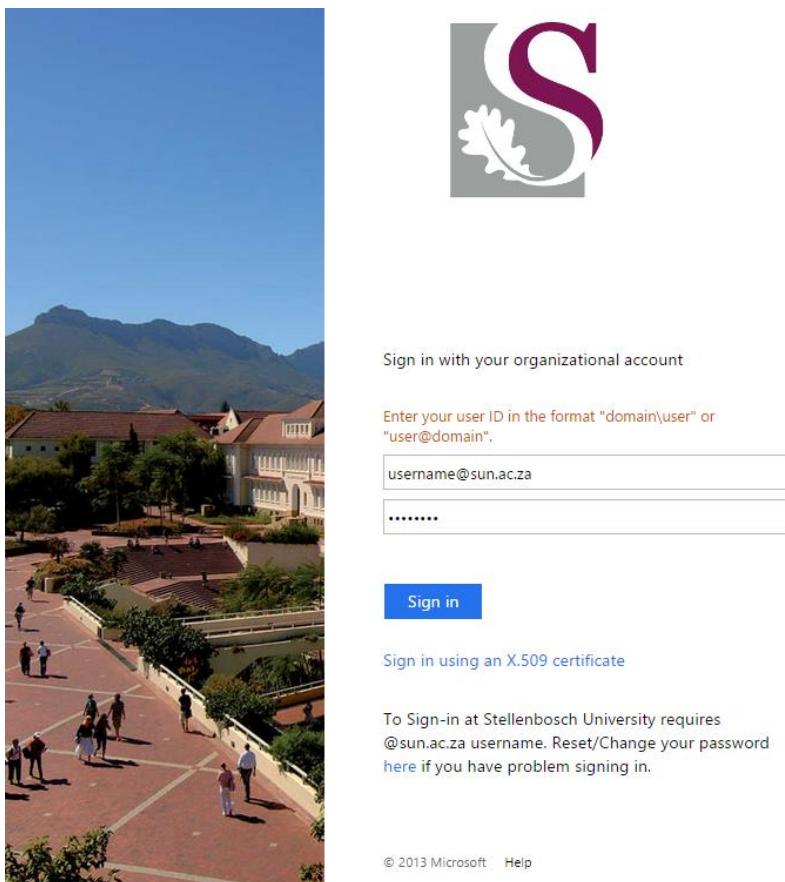
The screenshot shows the Outlook Web App login form. It features the 'Outlook Web App' logo at the top. Below the logo are two input fields: 'User name:' with the text 'username@sun.ac.za' and 'Password:' with a masked password '.....'. There are two checkboxes: 'Private computer (What is this?)' and 'Use the light version of Outlook Web App'. At the bottom is a 'sign in' button with a right-pointing arrow icon.

(You can tick the **Use the light version of Outlook Web App** box if you are on a limited data connection)

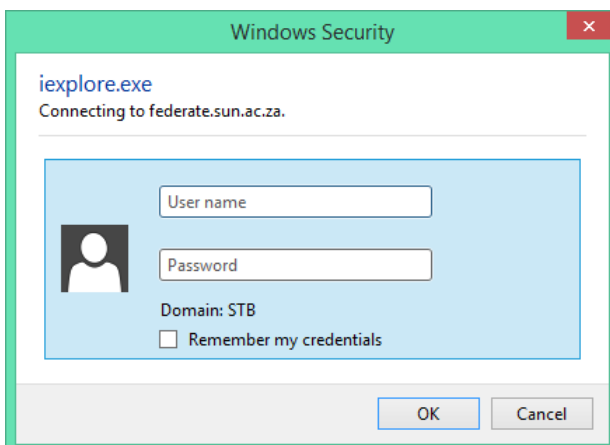
You will see the following screen but you don't need to click on the link, the page will refresh automatically.



It will redirect you to the federate.sun.ac.za log in page



If you are using **Internet Explorer** you will see the following screen



You will need to use your credentials to log in

Sign in with your organizational account

Enter your user ID in the format "domain\user" or "user@domain".

username@sun.ac.za

.....

Sign in

**Note:** username/student number must be in the following format; **stb\username** or **username@sun.ac.za**

Below is what your Inbox will look like.

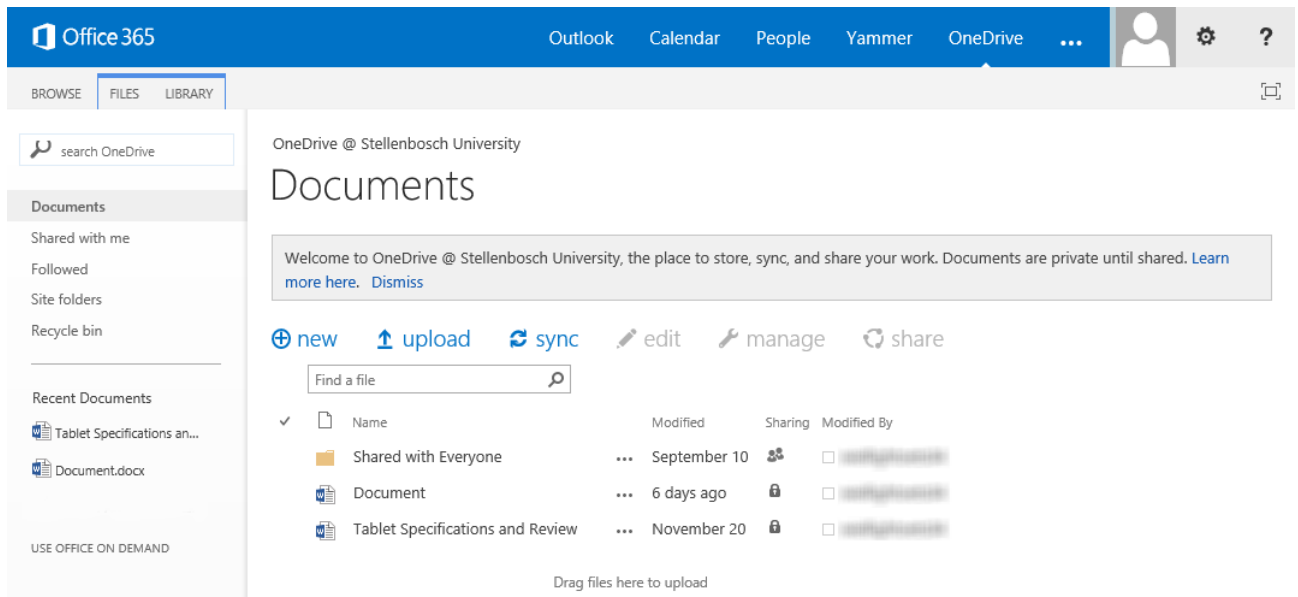
The screenshot shows the Office 365 email interface. At the top is a blue header with the Office 365 logo. Below the header is a navigation pane on the left with a '+ New mail' button and a list of folders: Favorites, People (marked as 'New'), Username, and Inbox (selected). The main area shows the 'INBOX' with filters for 'All', 'Unread', 'To me', and 'Flagged'. Below the filters is an 'OLDER' section with three email items. The first item is from 'Hanneske Roodt' with the subject 'Test email' and the body 'Could also not send'. The second item is from 'Hanneske Roodt' with the subject 'test' and the body 'frewfewrfwef'. The third item is from 'Hanneske Roodt' with the subject 'test' and the body 'testing'. At the bottom of the inbox, there is a link for 'Toets na O365'.

You can use the Tabs below to navigate to your **Calendar** and **Onedrive**

The screenshot shows the navigation bar at the bottom of the Office 365 interface. It consists of a blue bar with several tabs: Outlook, Calendar, People, Yammer, OneDrive, Sites, and Tasks. To the right of the tabs are three icons: a person icon, a gear icon, and a question mark icon.

# One Drive

Below is what your OneDrive interface looks like



From here you can upload any file or create new office documents directly on your **OneDrive**

