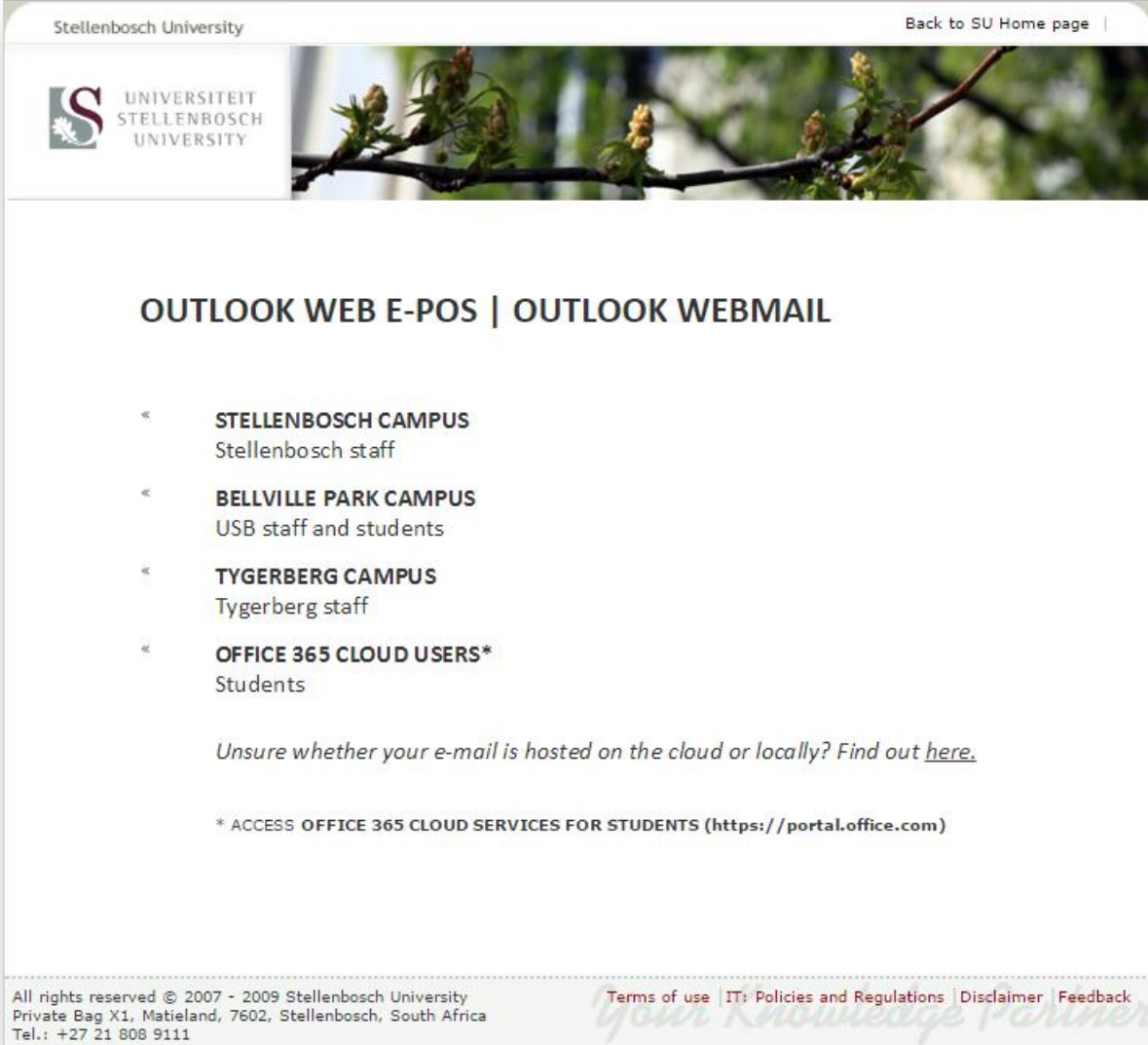


# Accessing e-mail in the cloud

Webmail can be accessed from anywhere in the world by typing <http://www.sun.ac.za/webmail> into your browser, whether you use Internet Explorer, Chrome, Mozilla Firefox, Opera, Safari, etc.


Webmail has more or less the same functions and interface as the Outlook client.

Different links are available for Stellenbosch Campus, Bellville Park Campus, Tygerberg Campus and Office 365 Cloud users.



The screenshot shows the webmail access 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. The main heading is "OUTLOOK WEB E-POS | OUTLOOK WEBMAIL". Below this is a list of links for different user groups: Stellenbosch Campus (staff), Bellville Park Campus (staff and students), Tygerberg Campus (staff), and Office 365 Cloud Users\* (students). A note asks users to check if their email is hosted on the cloud or locally, with a link to find out. A footnote provides access information for Office 365 cloud services for students. The footer contains copyright information, contact details, and links to terms of use, policies, and feedback.

Stellenbosch University Back to SU Home page |

 UNIVERSITEIT  
STELLENBOSCH  
UNIVERSITY

## OUTLOOK WEB E-POS | OUTLOOK WEBMAIL

- « **STELLENBOSCH CAMPUS**  
Stellenbosch staff
- « **BELLVILLE PARK CAMPUS**  
USB staff and students
- « **TYGERBERG CAMPUS**  
Tygerberg staff
- « **OFFICE 365 CLOUD USERS\***  
Students

*Unsure whether your e-mail is hosted on the cloud or locally? Find out [here](#).*

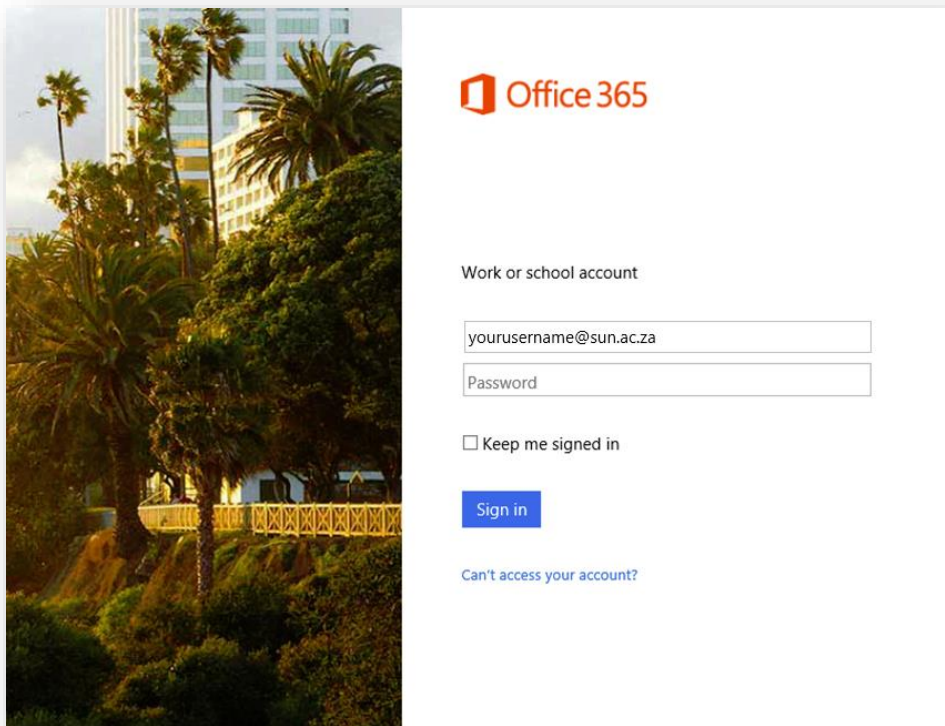
\* ACCESS OFFICE 365 CLOUD SERVICES FOR STUDENTS (<https://portal.office.com>)

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Private Bag X1, Matieland, 7602, Stellenbosch, South Africa  
Tel.: +27 21 808 9111

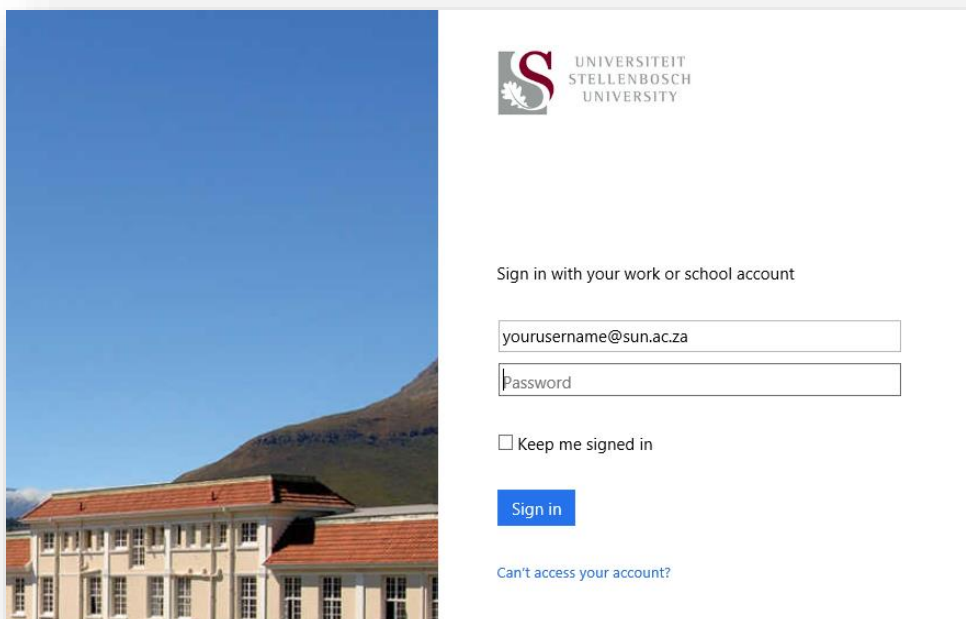
[Terms of use](#) | [IT Policies and Regulations](#) | [Disclaimer](#) | [Feedback](#)

*Your Knowledge Partner*

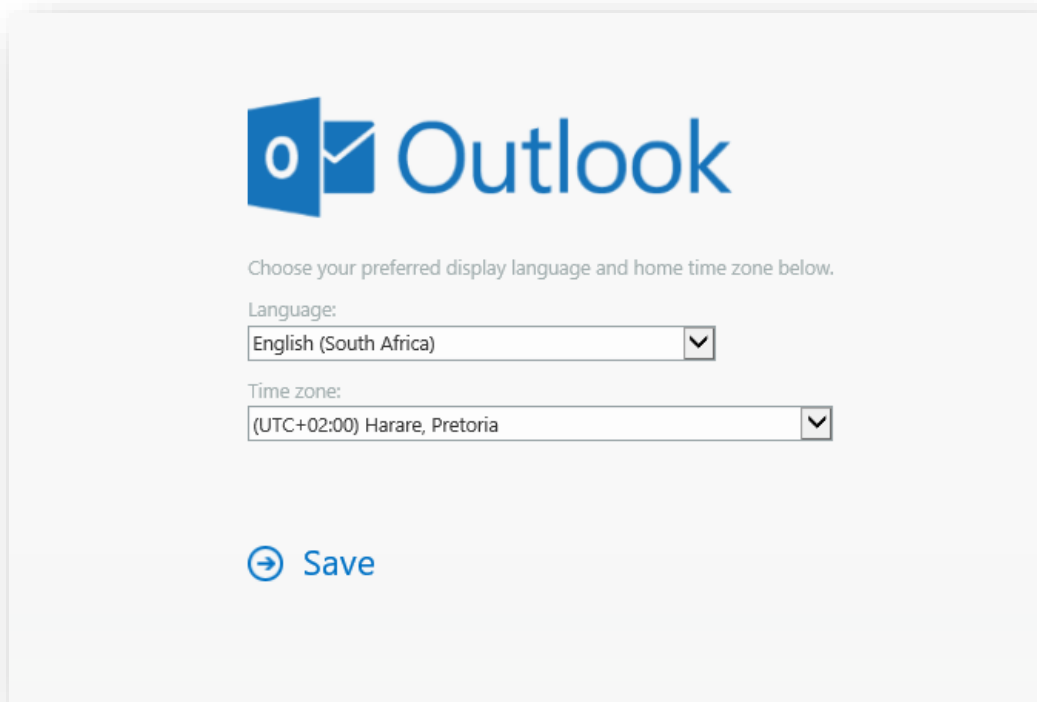
1. Enter **yourusername@sun.ac.za**



2. The page will change to the Stellenbosch University **sign in page** once you have filled in your e-mail address and then you can enter your password.

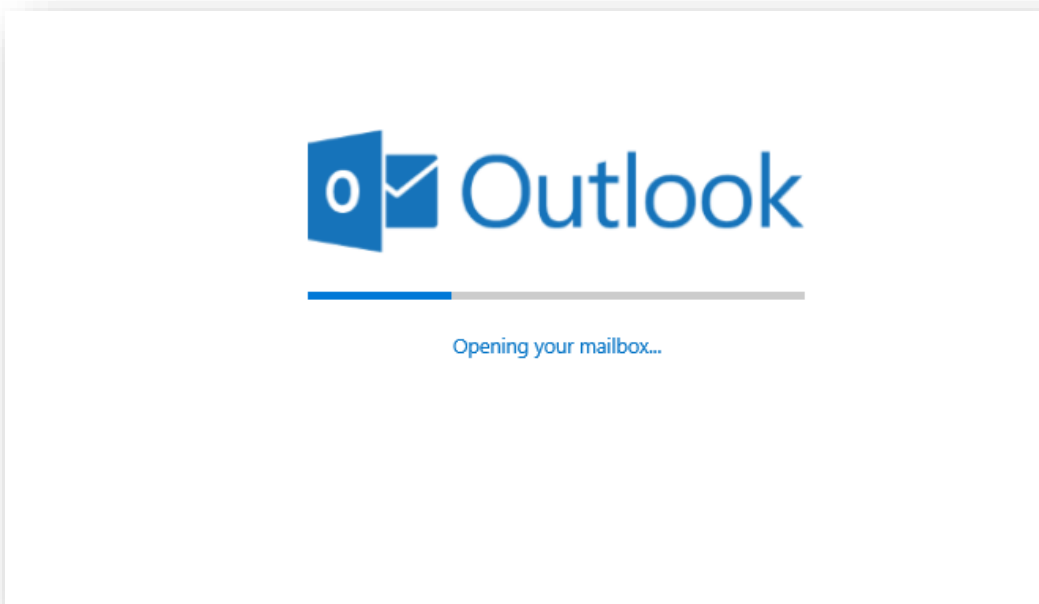


3. The first time you sign in you will have to save your **Language and Time Zone**.

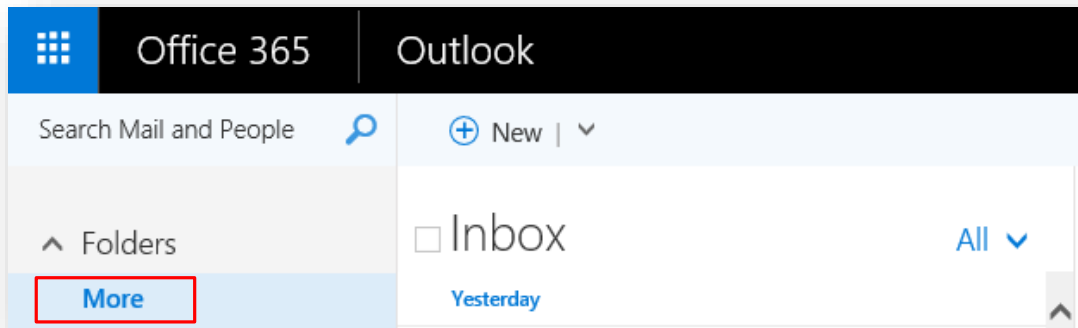


The screenshot shows the Outlook settings page for language and time zone. At the top is the Outlook logo. Below it, the text reads "Choose your preferred display language and home time zone below." There are two dropdown menus: "Language:" with "English (South Africa)" selected, and "Time zone:" with "(UTC+02:00) Harare, Pretoria" selected. At the bottom left is a blue "Save" button with a right-pointing arrow icon.

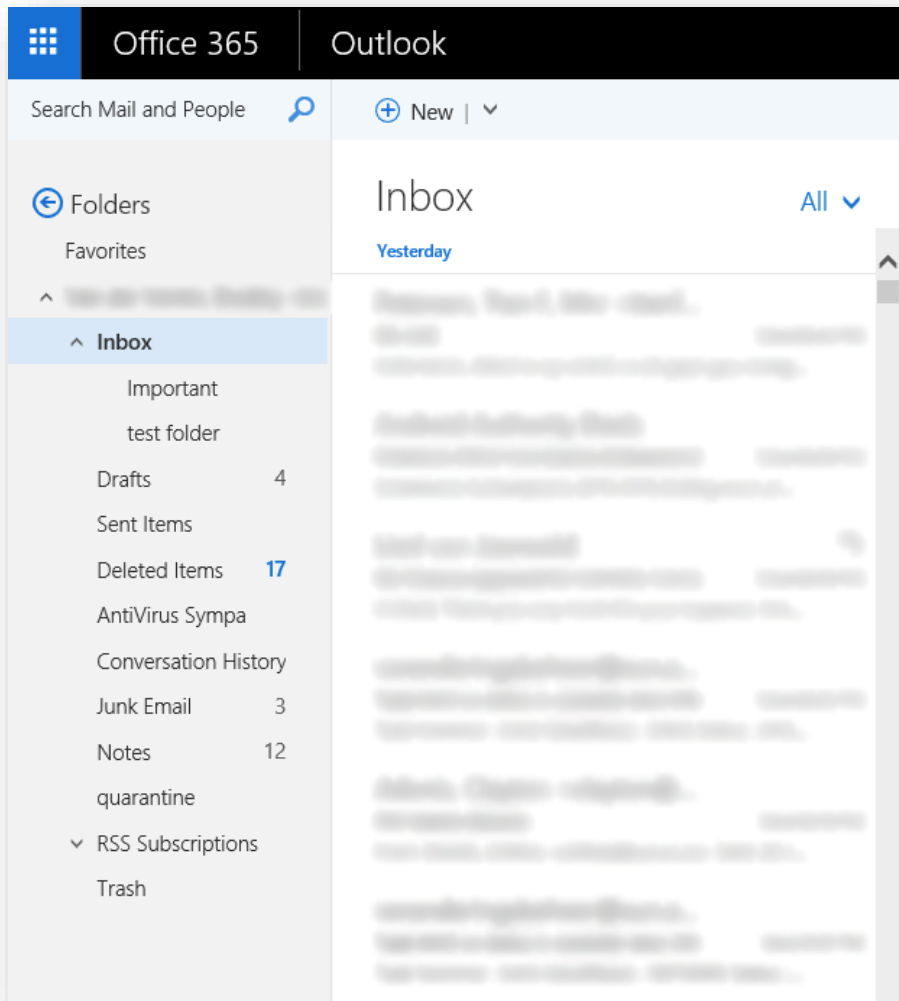
4. Once saved, your mailbox will open.



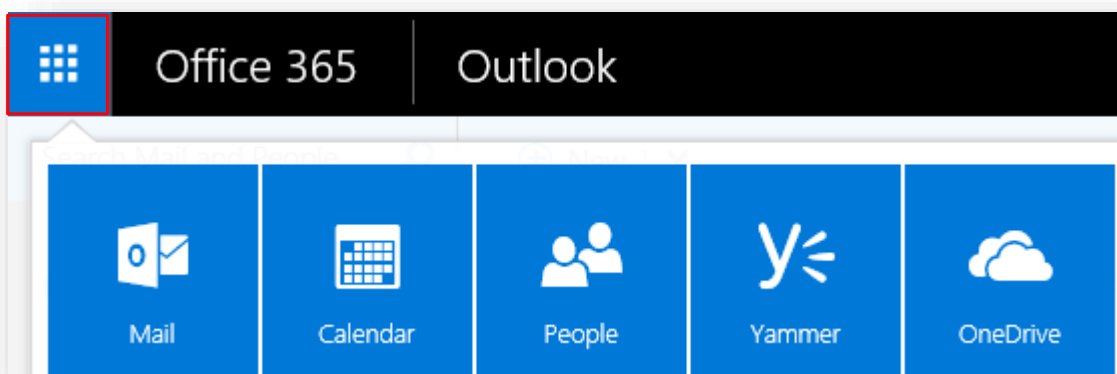
5. After the details are submitted and the profile has been loaded, your mailbox will display as follows:



6. Select the **More** option under the **Folders** menu to expand your folder structure as it displays in Outlook.



7. To access **Calendar and People**, select the menu at the top left corner.



8. Your **Calendar** will display as follows:

Office 365 Outlook

Search Calendar

New | Add calendar | Share | Print

< > 2016 July

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	Jul 1	2	3
4	5	6	7	8	9	10
	On Leave - generated					
11	12	13	14	15	16	17

My calendars

- Calendar