

## Get started with Outlook Email



You can get your email account when you have first accepted the Office 365 service's Terms and Conditions. More information: [www.oulu.fi/ict/office365](http://www.oulu.fi/ict/office365)

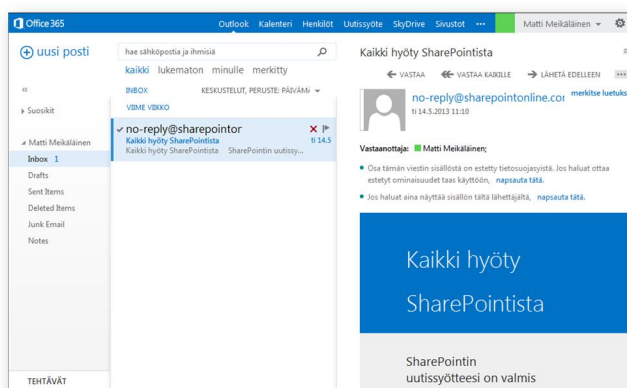
### Log in to Email

1. Log in to your Email at: <http://o365.oulu.fi>
2. Your user name is `account@student.oulu.fi` (or just the account part).
3. Email address is `firstname.lastname@student.oulu.fi` (or e.g. `firstname.x.lastname@student.oulu.fi` if the address has already been taken). You get your Email address in the O365-activation process.

◀ Enter your user name (*Käyttäjänimi*) and password (*Salasana*) and click *Kirjaudu sisään*.

Note: If you are using Email inside student-domain, e.g. at Linnamaa or Kontinkangas campus at workstation maintained by IT Administration Services, workstation login is enough.

◀ When logging in for the first time, set language (*Kieli*) and time zone (*Aikavyöhyke*) for your preferences.



◀ Email is available at the Outlook-tab.

More information about Email use is available in the Computer services for students –guide (p. 14): [http://www.oulu.fi/ict/computer\\_services\\_for\\_students](http://www.oulu.fi/ict/computer_services_for_students)