Office 365 Webmail

Webmail or web-based email is any email client implemented as a web application. Examples of such webmail providers are Gmail, Yahoo! Mail and Outlook.com. With office 365, you can access your SIU mail box through the webmail. Below are the steps to login and use the webmail app for office 365:

Step 1: Navigate to office.siu.edu

![office.siu.edu](image)

Note: If you are logged to your computer using your SIU ID then you will be automatically redirected to your webmail inbox.

Step 2: Enter your SIU user ID and password.

![Authentication Required](image)
Office 365 Home Page

After successful login, your online inbox will be the home page for the webmail.

Good to know:

✓ The Office 365 webmail screen is divided into three panes – The folders & groups, List of emails and the email view pane and all the common functionality for editing, sending and viewing the emails is located on the task bar above the three panes.
Double clicking an email from the list of emails will open up that email in a separate window for a more comfortable viewing.

✓ To access all the folders within your mail account, click on the More link at the bottom in Folders section of Folders & Groups pane and expand your mail account in the Folders section to view your folders within the Inbox as shown in below images.

✓ All the additional office 365 applications are located in the left hand top corner.

✓ To view your address book and the distributions lists when composing an email, click on the To button as shown below:
Office 365 Address book

Below is the address book screen:

The contact search shows a pop up when a contact name is typed in the To field. To search for a user or a specific address in the entire directory, click on the two arrows on the left hand side of the address book screen.
The expanded list shows all your personal contacts in the **My contacts** section and links to the entire list of addresses in the **Directory** section.

- The office 365 webmail is linked to Lync or Skype for business Instant Messaging which allows users to connect with other office 365 users.