

SAS Student email and Office 365 Services

1. How do I logon to the SAS student mail service?

It is recommended that you use the most recent version of Web browser. Here is the minimum browser version you could use.

At least Windows Internet Explorer 9

At least Mozilla Firefox 12

At least Apple Safari 5

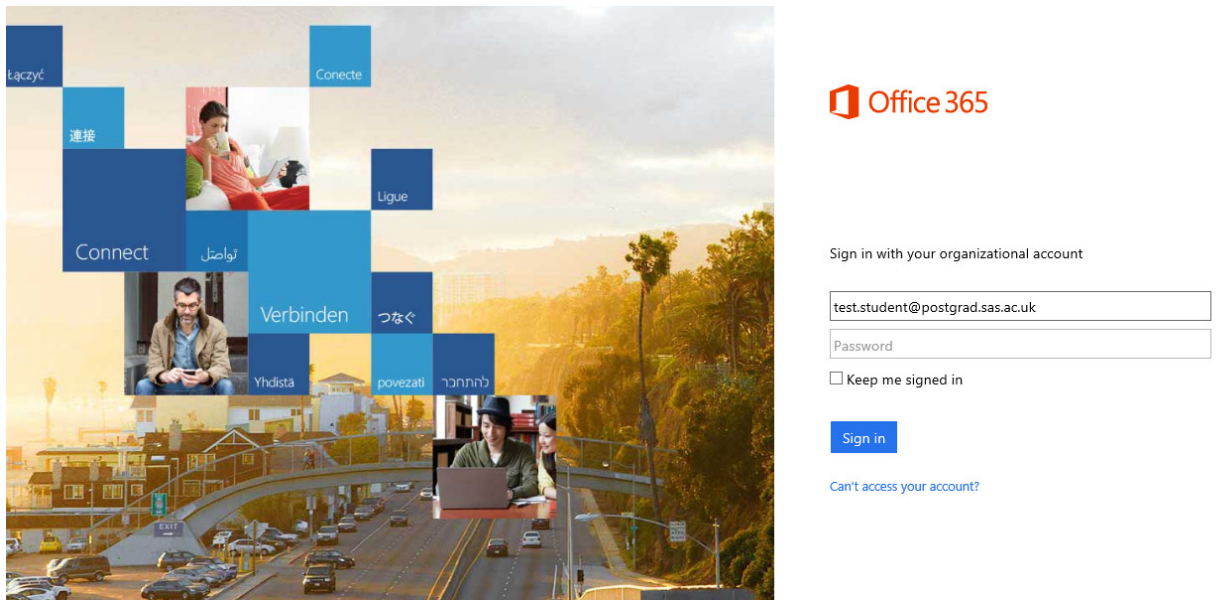
At least Google Chrome 18

The Office Online apps (see section 5) also depends on the browser you use.

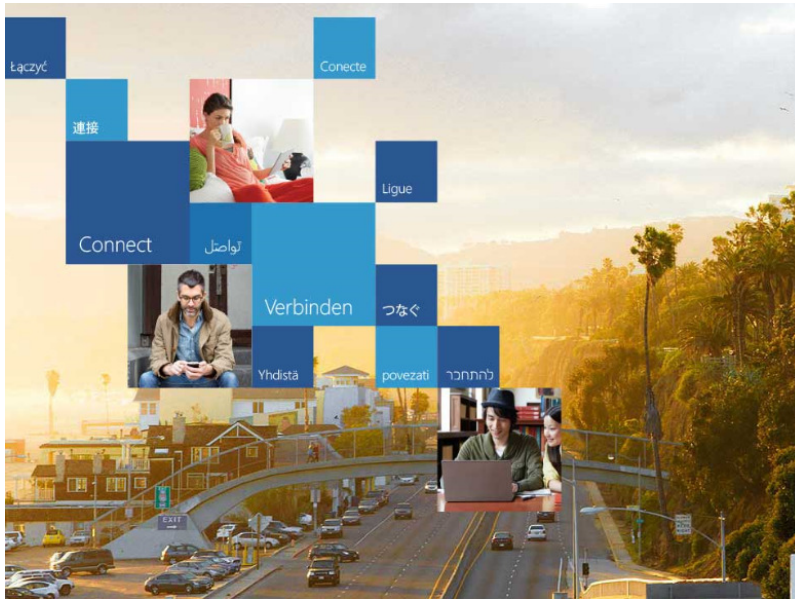
Please visit the following URL to access your e-mail:

<https://login.microsoftonline.com>

You will be prompted to enter your username and password as shown below:



Enter your e-mail address i.e. Firstname.Surname@postgrad.sas.ac.uk and then click once on (or tab to) the password box. You should be redirected with a message saying '**Redirecting**' as shown below:



Redirecting

We're taking you to your organization's sign-in page.

[Cancel](#)

Keep me signed in

Once you are successfully re-directed, you should see the **'Secure Logon for Office 365 page'**
Please enter your username and password (the username and password that you use to access the University of London, SAS ICT resources, **NOT your email address**) and click on logon or press enter.



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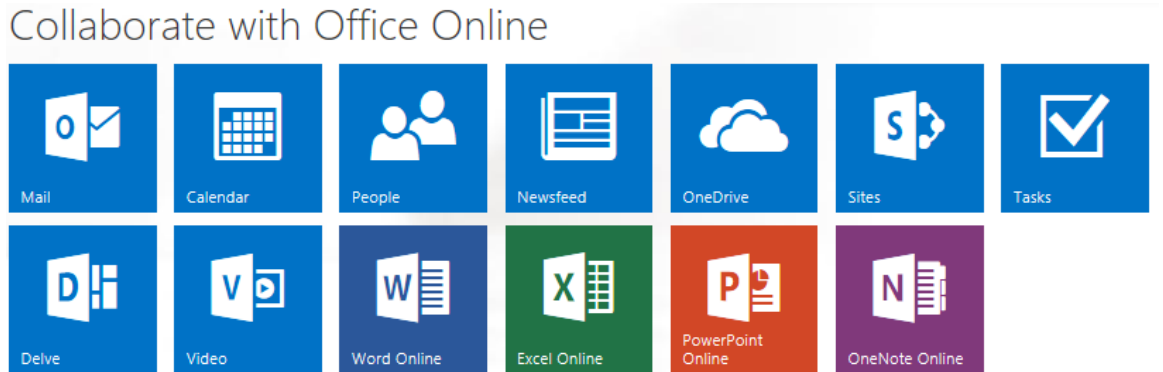
Secure Logon
for Office 365

Username

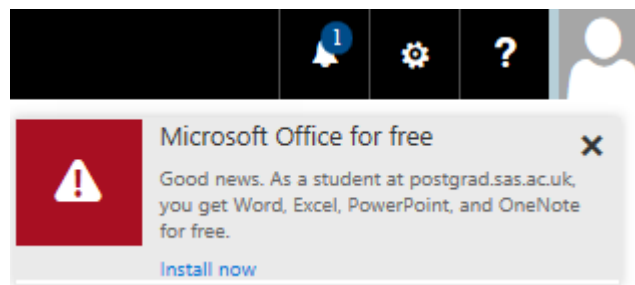
Password

2. What happens when I login for the first time?

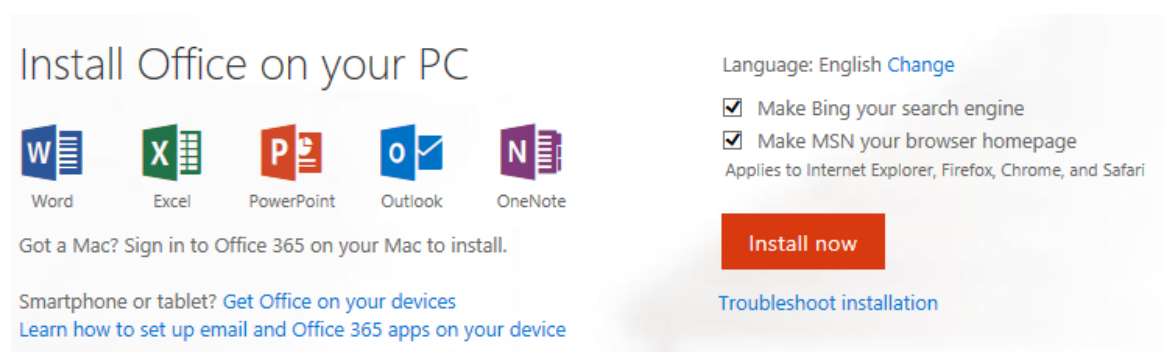
When you sign in for the first time, you will be taken to the Office 365 home page which contains the following icons:



You should also see the following message in the top right corner of the page:



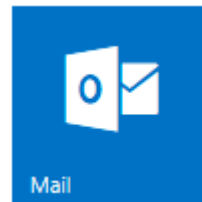
Clicking on this message will take you to a page from which you can install Office on your PC:



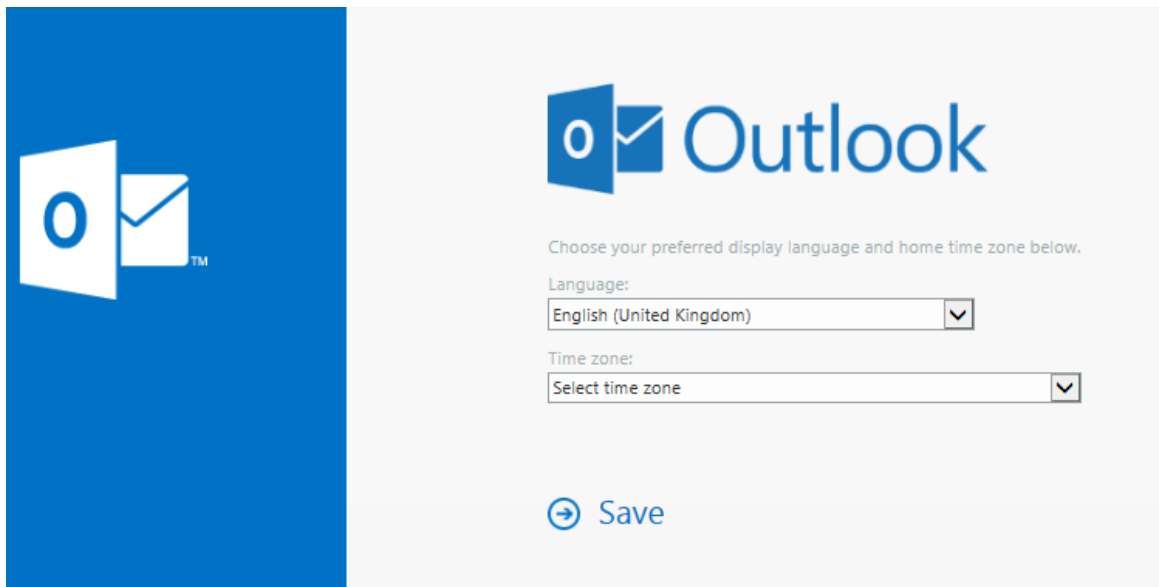
This copy of Office will be licensed for as long as you remain a student with the School of Advanced Study. After you graduate your email account will be deleted and this copy of Office will cease to work. **Therefore do not install if you have an existing working copy.**

3. Email

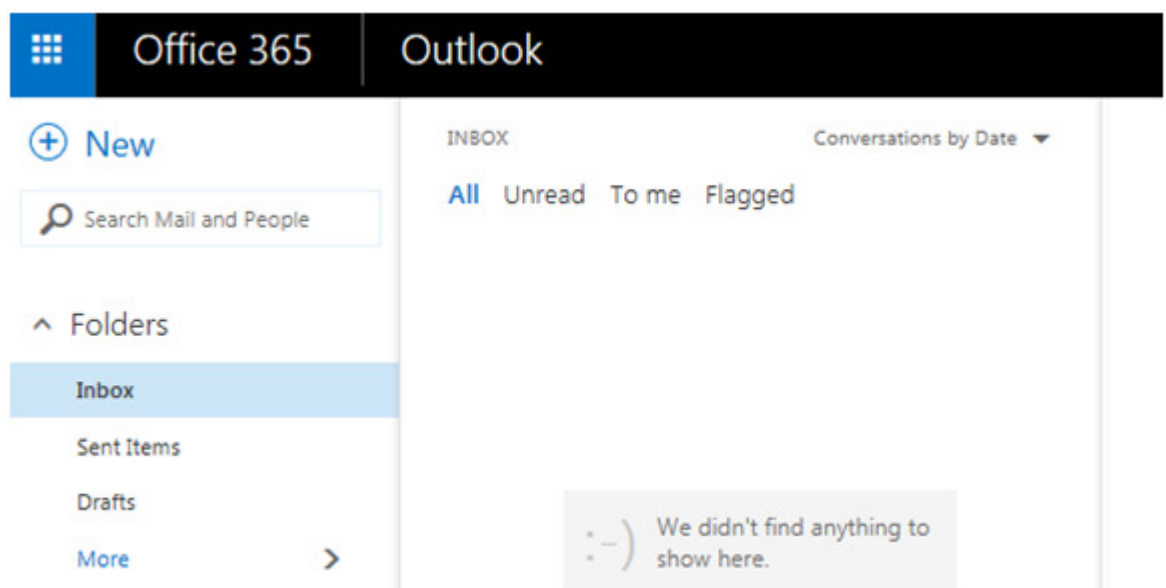
To access your e-mail, click the **Mail** icon:



You should now see the Outlook screen asking you to choose Language and Region as shown in the figure below:



Select Language: **English (United Kingdom)** and Time Zone: **(UTC) Dublin, Edinburg, Lisbon, London** and click **Save**. You should now see the Outlook web app screen as shown below from which you can manage your emails:



4. How do I sign out of Office 365?

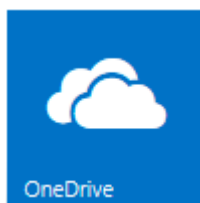
Please do **not** use the Sign out link at the top right hand corner of the page while within Outlook. (The problem is that when you sign out from Outlook Web App from the Microsoft Office 365 portal, it does not logout. Instead the application loops and keeps signing in with cached credentials).

Important: To ensure you sign out successfully just close the browser, including all browser tabs. This is good practice anyway after using Office 365, especially if you are using shared / public PCs, to avoid other users being able to logon to your account.

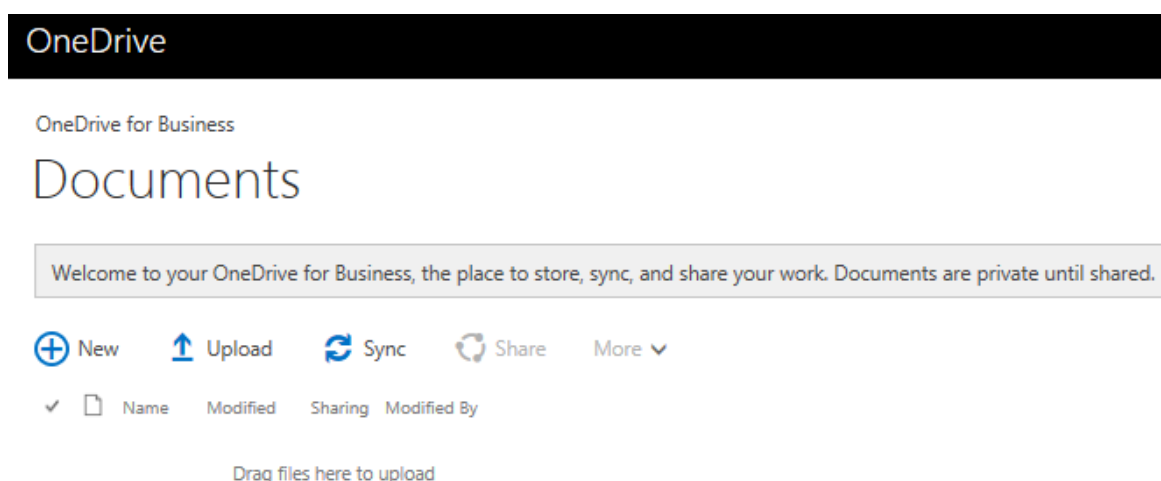
5. What other services are available to me?

- **OneDrive**

This is unlimited personal and private (except documents you wish to share) storage space, accessed by clicking on the OneDrive icon:

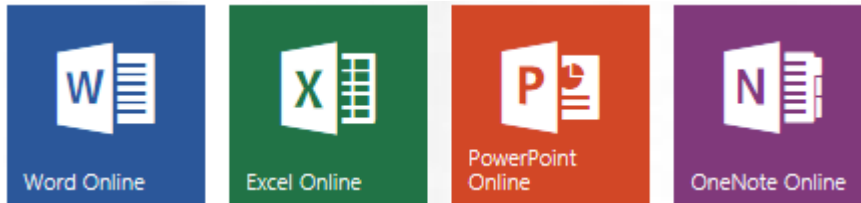


This brings up a page from where you can create, upload, edit and share documents:



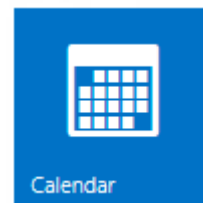
- **Office Online**

Free online versions of Microsoft Word, Excel, PowerPoint and OneNote, accessed by clicking on the relevant icon:



- **Calendar**

Click on the following icon to access your calendar:



From here you can create calendar entries, share your calendar, access a shared calendar and join or create groups:

