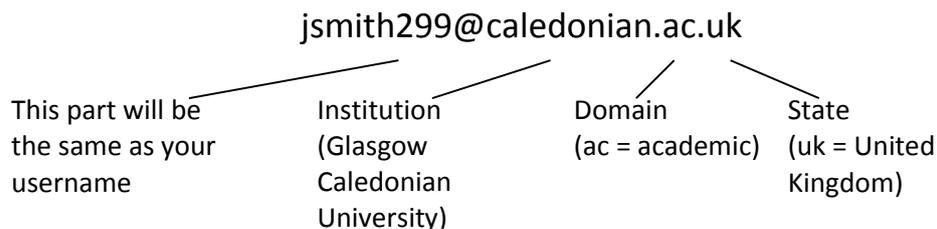## Email

All students are provided with a student email account and unique email address. The email service for students is run by Microsoft (Office 365). Your student email address is your main registered email address which all University information is sent to. This includes your exam results, service notifications, library reminders, news updates and important issues relating to your studies and life at GCU. You must check it regularly or set it up to forward emails to a personal account that is checked regularly.

Note: This email account will remain active after you graduate as long as you keep using it.

Email Address

Email addresses all adhere to the same conventions so that addresses from any part of the world can be recognised. The standard form of email address for a student at Glasgow Caledonian University is:

jsmith299@caledonian.ac.uk

This part will be the same as your username	Institution (Glasgow Caledonian University)	Domain (ac = academic)	State (uk = United Kingdom)

It is important that you record this address accurately – the @, as well as the dots are vital and there must be no spaces in the address.

Password

The email password is the same as your domain password. You will use this password with your email address to access your email account.

The student email system is web-based, and can be accessed using an internet browser. Once you have started the browser (e.g. Chrome, Internet Explorer) there are 2 ways to access the student email system:

- **Through the student homepage -** click on the email link and the email web page will open. If the Student homepage does not open by default, or you are not in University you can access it using the following address:
  http://www.gcu.ac.uk/student

- **Directly** using the following address:
  http://outlook.com/caledonian.ac.uk

The Office 365 sign in screen appears. Click in the first field and enter your full email address, e.g. **jsmith299@caledonian.ac.uk.** Click in the password field and type in your password.
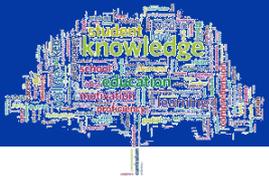
Then click on the **Sign In** button. When you log into your email account for the **first** time only, an Office 365 screen will be displayed allowing you to set the language and time zone, Figure 1**.** Set these by clicking on the down arrow and choosing from the drop-down list displayed. Once you have done this, click on the **Save** button.

Figure 1: The Outlook Web App options setting screen

Once you have logged in the Inbox screen will be displayed, Figure 2.
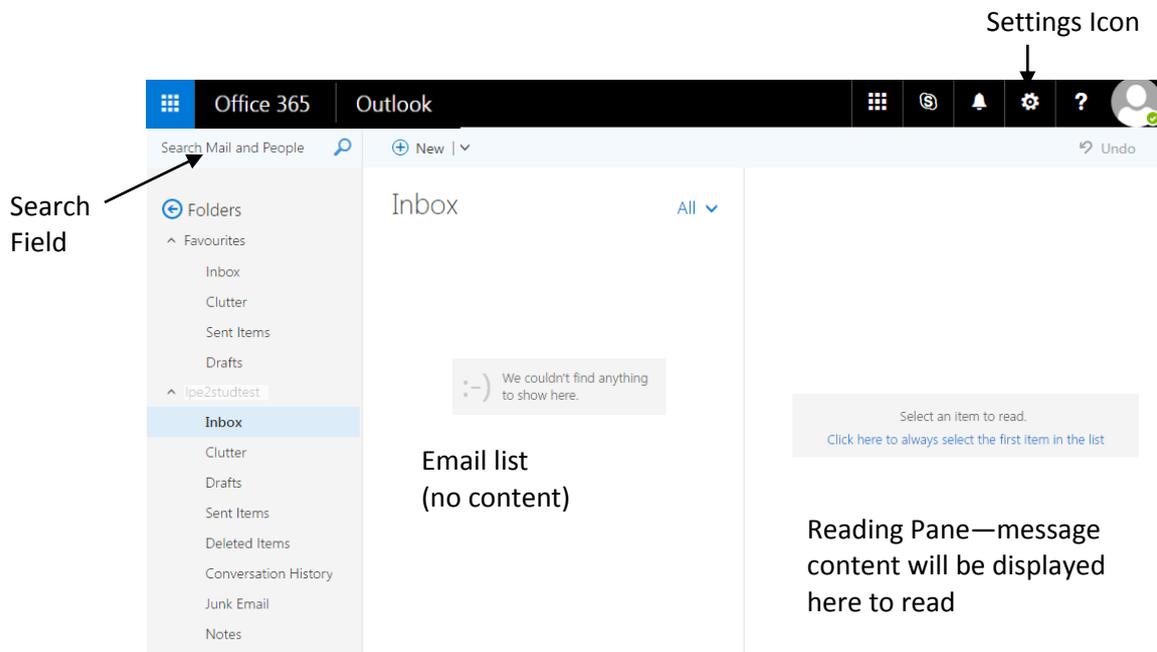
Settings Icon

Search Field

Email list (no content)

Reading Pane—message content will be displayed here to read

Figure 2: The Office 365 Inbox screen

Note: You can change your email password using the options in your account, however, please note that when you change your domain password this will automatically change your email password to the same.