



User name:

Password:

☒ Private computer ([What is this?](#))

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.


 sign in

OUTLOOK WEB APPLICATION WEBMAIL

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ACCESSING WEBMAIL



AARHUS
UNIVERSITY

User name:

Password:

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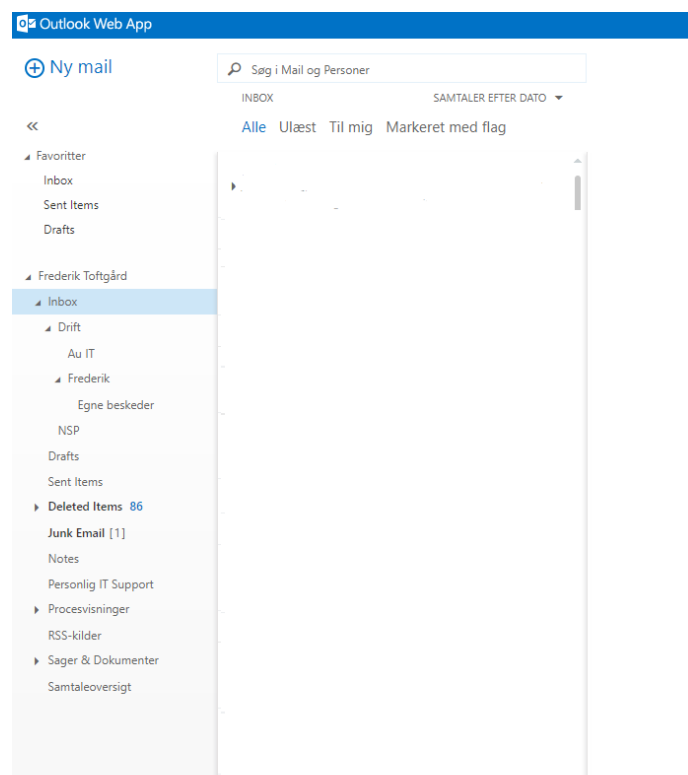
[sign in](#)

This guide will show you how to access and use your webmail which is your connection to the mail server at Aarhus University. The guide will explain some of the most basic features in the webmail such as writing emails, scheduling a meeting and adjusting your calendar.

To access your webmail go to **mail.au.dk**.

Here you will see the login screen, use your AUId as your user name, and your password.

You can also specify whether you are using a public computer (upper selection) or a private computer (lower selection). If you choose 'private computer', your email address will be saved for your next login. From your private computer, you must be certain that the safety settings comply with the security policy at Aarhus University.



You will then see your webmail where many of the items and their locations are known from Outlook.

In the left column, you will see your mailbox(es) and your mailfolder(s) and below, you can choose between Mail, Calendar, Contacts etc.

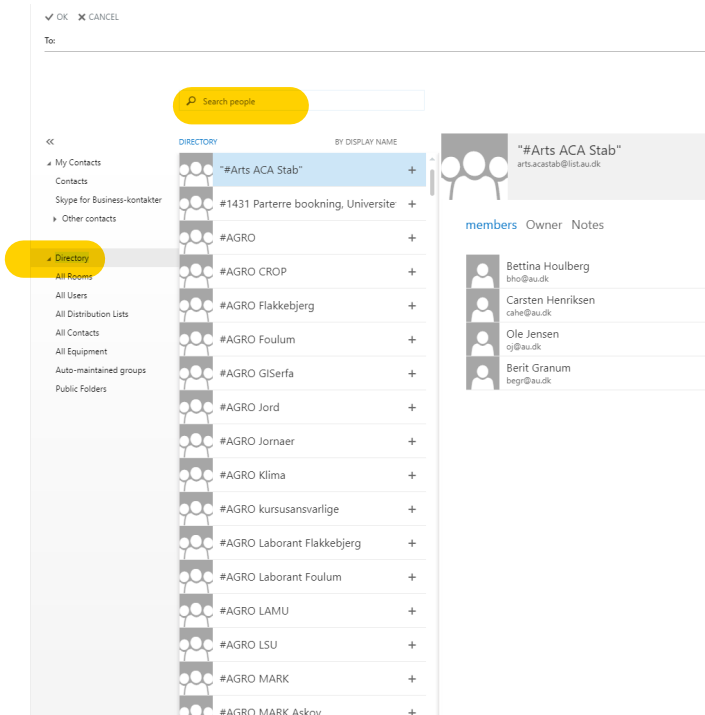
SENDING EMAILS

The screenshot shows the Outlook Web App interface. At the top, there's a blue header with the Outlook logo and 'Outlook Web App'. Below this, on the left, is a sidebar with a '+ New mail' button. The main area shows a search bar 'Search mail and people' and a list of folders including 'Inbox', 'Sent Items', 'Drafts', and 'Deleted Items 85'. Below the folders, there's a toolbar with buttons for 'SEND', 'DISCARD', 'INSERT', 'APPS', and a menu icon. The email composition form is visible with fields for 'To:', 'Cc:', and 'Subject:'. Below these fields is a rich text editor with a font dropdown set to 'Calibri', a size dropdown set to '12', and various formatting buttons like bold, italic, underline, bulleted list, numbered list, link, unlink, text color, and background color. At the bottom, there's a status bar with 'OK' and 'ANNULLER' buttons, and a 'Tit:' field. A search for 'Søg i Personer' is also visible, showing options like 'Alle', 'Personer', and 'Grupper'.

To write a new e-mail, press 'New Mail'. You will it in the upper right corner

You can now choose 'To', 'Cc' and 'Subject' for your email as in your Outlook. You can look om persons by pressing 'To'.

Here you can search for a person via their name, email etc. Note, that you have to choose AU's Directory, before this is possible. This is done firstly by pressing the arros in the left side of the window.



From here you pick 'Directory', and now you can search in the 'Search People'.

CREATING A MEETING

 SAVE  DISCARD  SCHEDULING ASSISTANT  APPS 

Event:

Location:

Attendees:

Start: Duration:

Show as: Reminder:

Calendar:

Repeat:

☐ Mark as private

 Online meeting

B *I* U    

To create a new meeting, you will first have to choose 'Calendar' in the upper right corner. From here press the 'New Event', where to 'New Mail' button used to be.

In the new window, you can now fill in the specifications for your meeting. To find persons, press the Attendees, and do as in the 'Sending Emails' section.

SAVE DISCARD SCHEDULING ASSISTANT APPS

Event: |

Location:

Attendees:

Start: Tue 25/07/2017 14:30 Duration: 30 minutes

Show as: Busy Reminder: 15 minutes

Calendar: Calendar

Repeat: Never

☐ Mark as private ☐ Online meeting

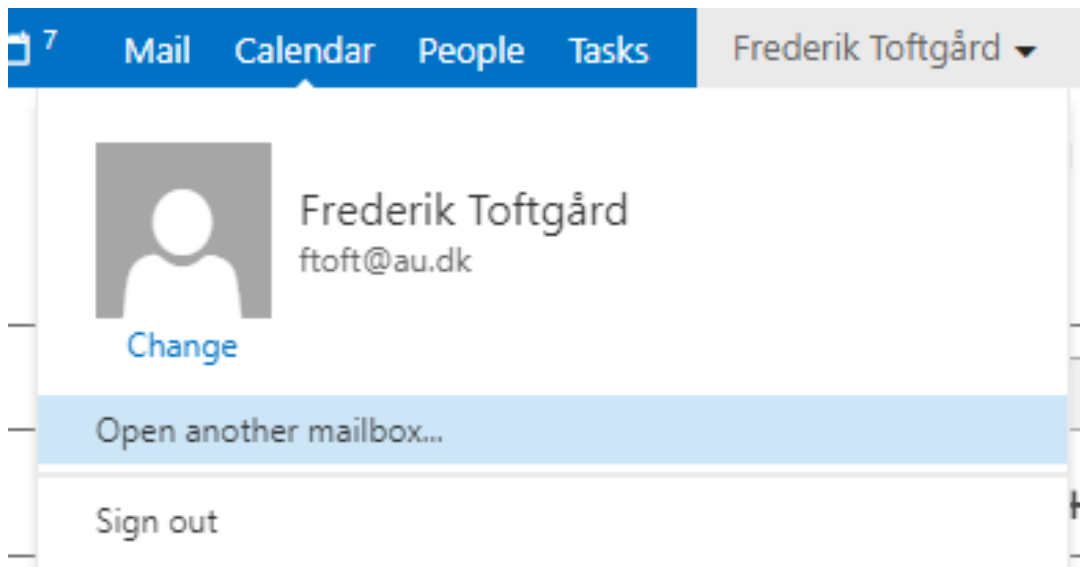
Calibri 12 B I U

In this section you can also choose the Schedule Assistant, to see your Attendees schedule, so you can arrange the time for the meeting.

And you can book a room, in the end of the 'Location' line by pressing: 'Add room'

Lastly, you press send and your attendees will receive the meeting.

ADDING FUNCTION-RELATED MAILBOX

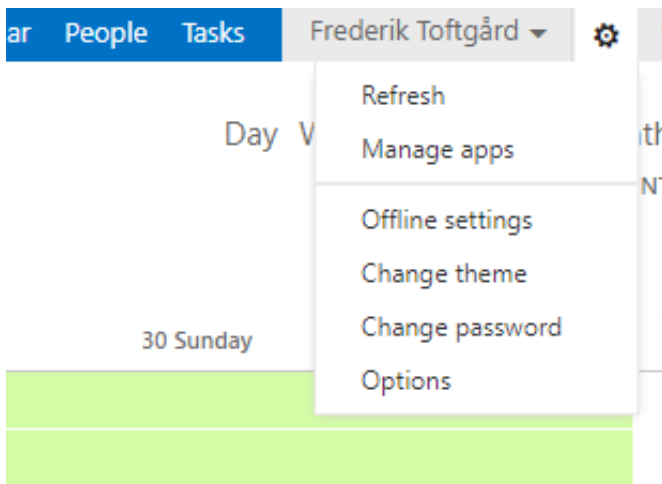


You can add a function-related mailbox through your webmail in order to access a shared mailbox associated with one of your job functions.

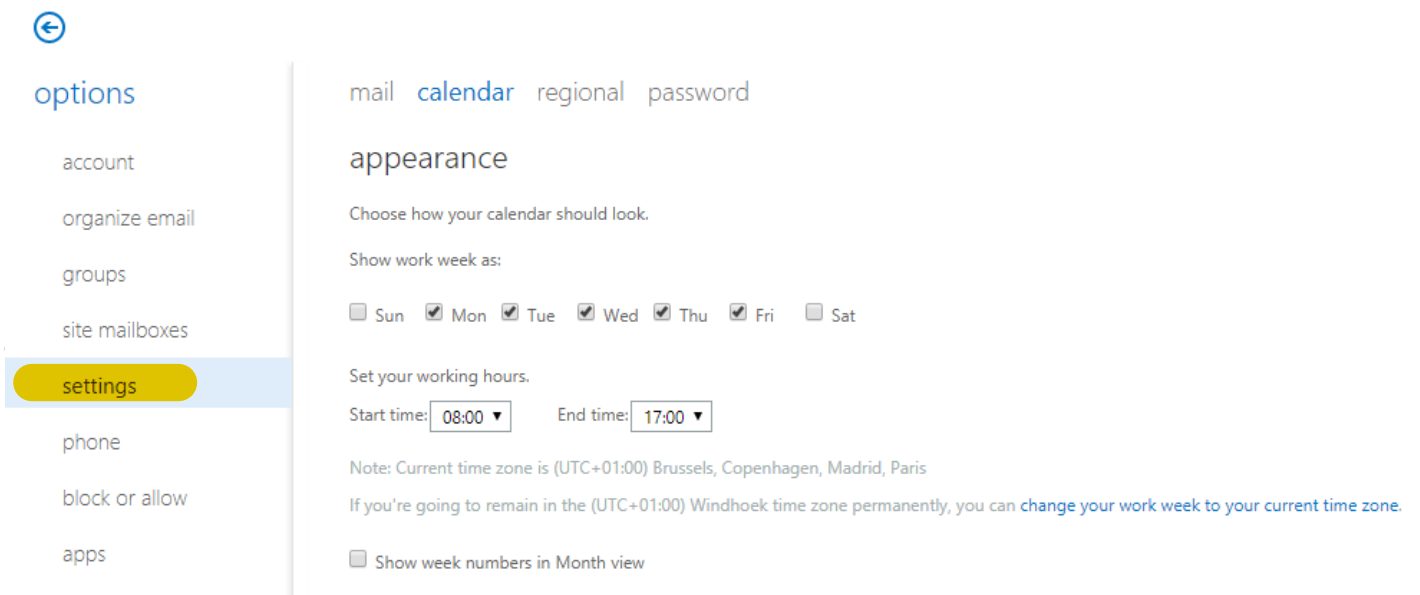
To add a function-related mailbox, click your name in the upper right corner, then type the address of the mailbox you wish to add, e.g. 'manual@asb.dk', and choose 'Open

The mailbox will now be accessible from the Navigation Pane to the left under your personal mailbox. If you have a shared mailbox in Outlook, the location will be roughly the same.

SHOW WEEK NUMBERS IN CALENDERS



You can adjust the setting for your webmail, by clicking the gears next to your name, in the right upper corner and then pressing options.

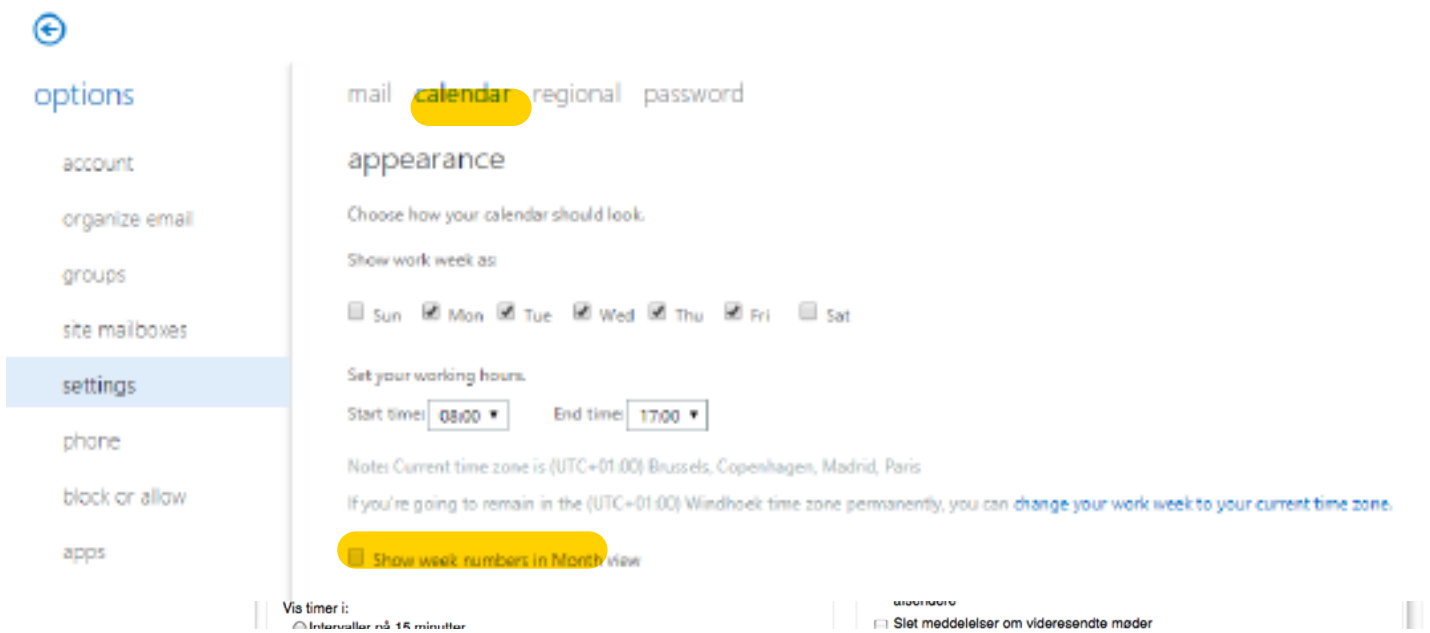


This brings you to the global settings menu for your webmail. To the left is a menu which lets you adjust general settings, apply inbox rules, block unwanted emails etc.

To the right are shortcuts to often used settings in your webmail.

In order to adjust the calendar settings, choose 'Settings' in the left

hand side of the screen.



Choose 'Calendar' in the upper menu. You will now see the general settings for the calendar.

Make sure that the option 'Show week numbers in Month view' is checked. This will make the week numbers show in your calendar.

Please note that the week numbers will not be shown correctly when English is the chosen language.

Because the regional settings are based on a variation of the Gregorian calendar, the calendar year does not correspond to the one used in the danish regional settings. The week numbers will therefore be one week ahead. Although the problem cannot be solved, it can

be avoided by setting the week to start on Sundays under 'First day of week' just beneath 'Show week numbers in Month view'. The week numbers will then be shown correctly but you must be aware that Sunday will be listed as the first day of the week.

SIGNING OUT



It is important that you remember to log off before leaving the computer so that your webmail is not available to other users of the computer. In order to log off webmail, choose 'sign out' next to your name in the upper right corner.

If you need help using your webmail or the different options described in this guide, you are welcome to contact the IT support of your main academic area using this link:
<http://medarbejdere.au.dk/en/administration/it/it-at-the-mainacademic-areas/>