

How to access and organise your Newcastle University email

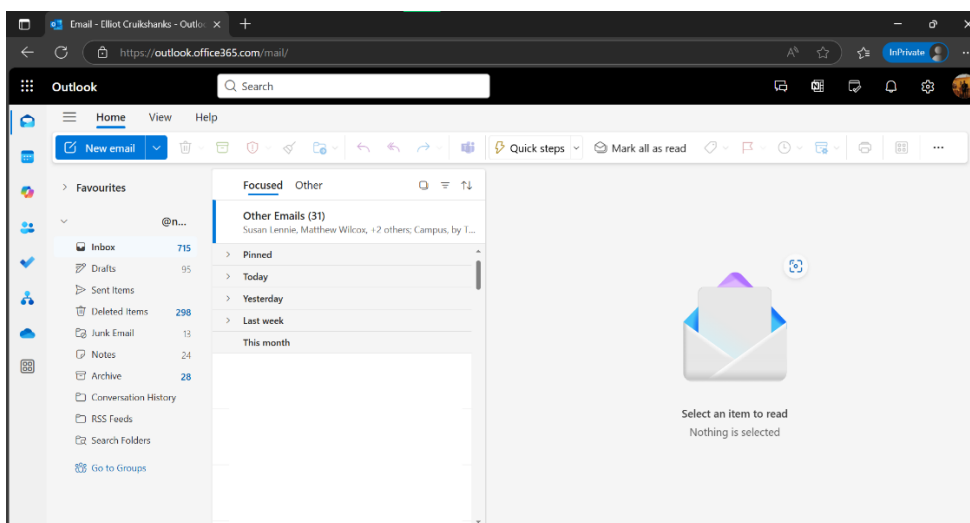
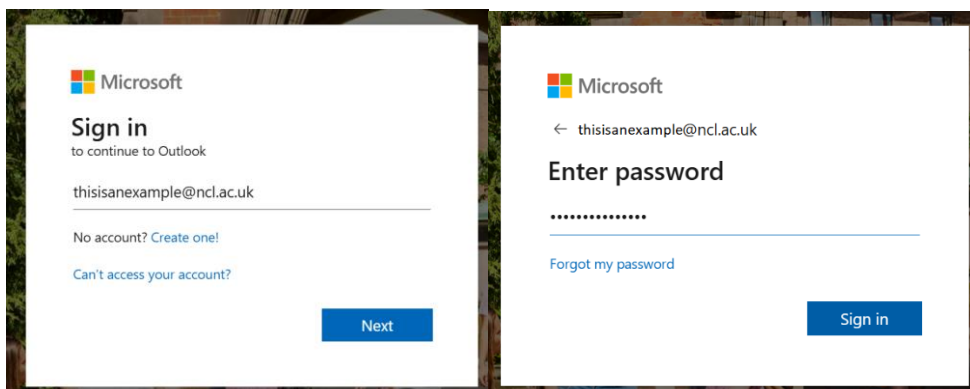
Your Newcastle University email is essential for university communications. This guide covers:

1. Accessing your email on the internet, desktop, or mobile
2. Organising emails with folders, rules, and Focused Inbox
3. Managing notifications to stay on top of important messages.

Accessing your university email

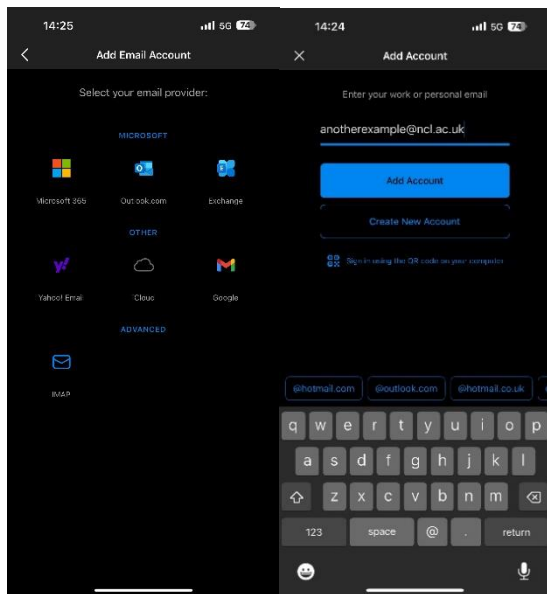
Via an internet browser

1. Go to www.office365.ncl.ac.uk (don't add www. to the front)
2. Sign in with:
 - Your email: for example, *c1234567@newcastle.ac.uk* (your student ID)
 - Your password: Your campus login password. This should have been emailed to your personal email post-enrolment.
3. Complete multi-factor authentication (MFA) if prompted.



Via the Outlook App (desktop or mobile)

1. Download Outlook from your device's app store (or search for it on your Campus PC, as it is pre-installed on campus PCs). If you are on your mobile phone or device, you may be asked to select your email provider. Select 'Outlook.com' if available.
2. Open the app and add your account using:
 - Your email: for example, *c1234567@newcastle.ac.uk* (your student ID)
 - Your password: Your campus login password.



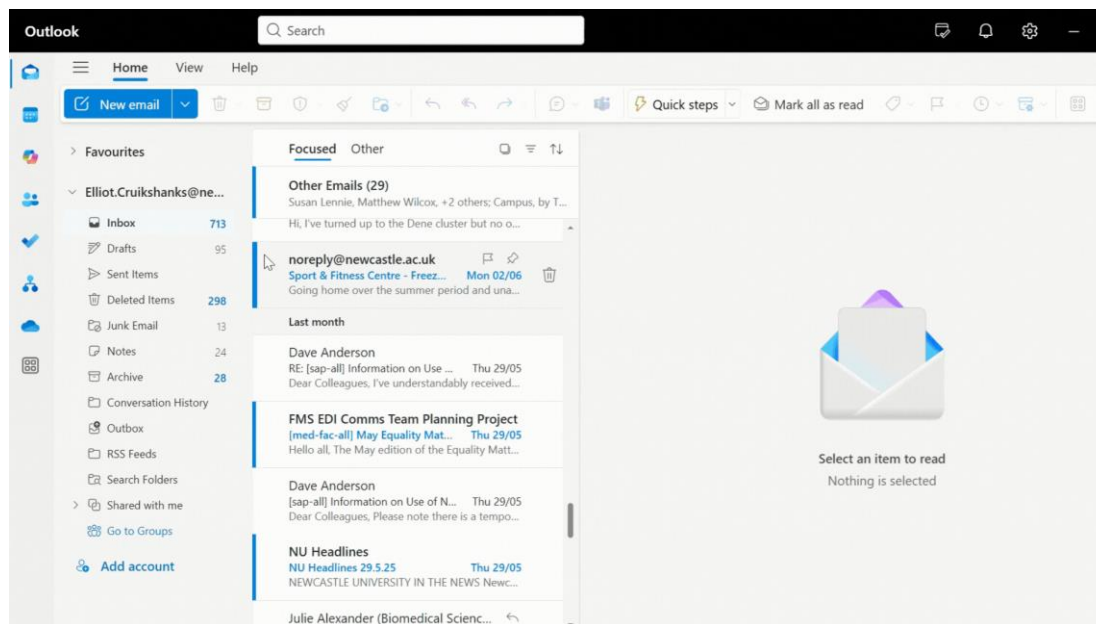
3. Follow any MFA steps

Keeping your inbox organised

You can, at times, receive a large volume of correspondence. A great way of staying on top of this is by utilising different methods of organising your mail, including creating folders, establishing sorting rules, enabling a focused inbox, and knowing how to manage your notifications.

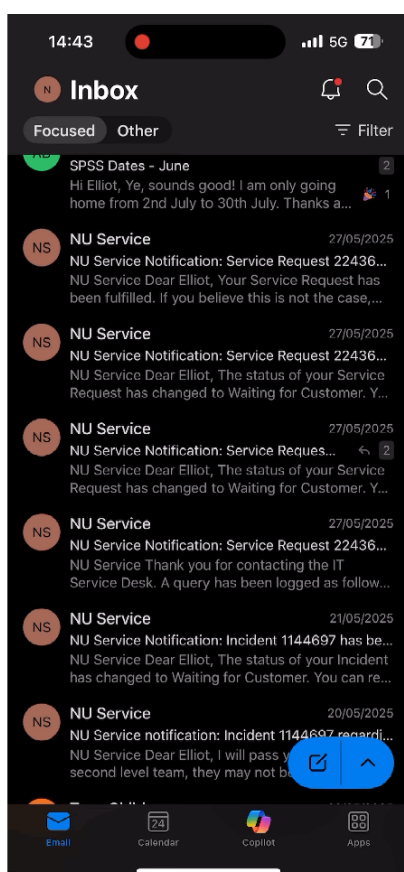
Creating folders for better sorting – on the web or desktop

1. In Outlook web or desktop, select the 3 small dots next to your email, above your inbox, and select 'Create new folder'.
2. Name it (e.g., 'Assignments,' 'Timetable', 'Society Emails'). In this instance, we created an NU Headlines folder.
3. Drag emails into folders or set up rules (see next section).



Creating folders for better sorting – on your mobile phone or device

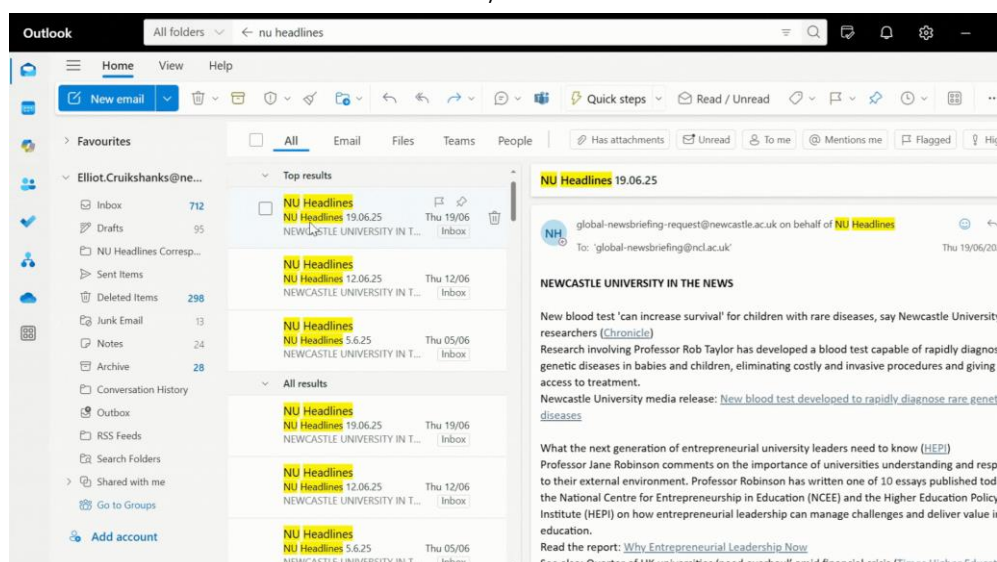
1. In your Outlook app, select the user icon on the top left of your screen. Next to 'Favourites', select the editor icon (it looks like a pencil)
2. Here you can create a new folder, plus, you can decide whether to assign it as a favourite or not. Name your folder.
3. Click and hold an email you want to add to your new folder, then select the move button (this should have a piece of mail with an arrow on it).



Use Rules to auto-sort emails

In this example, we'll look to move all emails from 'NU Headlines' to a 'NU Headlines Correspondence' folder. Rules can only be established on the Web/Desktop.

1. Right-click an email > select 'Rules' > select 'Create Rule'
2. Set conditions (e.g., "From: notifications@instructure.com")
3. Choose 'Move to folder' and select/create one.



Enable Focused Inbox

A Focused Inbox splits your inbox into:

- Focused: High-priority emails (e.g., from tutors, university admin).
- Other: Less urgent emails (e.g., newsletters).

To turn it on:

- On Web: Click the settings gear > select 'Email' -> select 'Focused Inbox' > toggle it on.
- On Mobile/Desktop: Go to your user icon on the top left -> select the gear icon for 'Settings' > select 'Mail' > select 'Focused Inbox' -> toggle it on.

Managing Notifications

Avoid missing critical emails by customising alerts:

1. Web/Desktop:
 - Click the settings gear > select 'General' -> select 'Notifications'
 - Choose which emails will trigger alerts (e.g., only flagged messages).

2. Mobile:

- Go to your user icon on the top left -> select the gear icon for 'Settings' > select 'Notifications & Sounds' > customise per folder.

Additional Tips

Below is an assortment of tips that may further enhance your Outlook experience:

- **Search efficiently:** Use the search bar with keywords (e.g., 'module code' or a tutor's name)
- **Flag important emails:** Right-click > Flag to mark for follow-up
- **Archive old emails:** Keep your inbox clean by moving older emails to an archive folder.

Need Help?

- If you've forgotten your password, reset it at: <https://password.ncl.ac.uk>
- If you're encountering technical issues, contact NUIT Service Desk by self-service at <https://nuservice.ncl.ac.uk> or telephone extension 85999 (0191 2085999 external).