Office365 email and OneDrive guide

Guide updated 5th September 2014

All Middlesex University students now have access to an Office365 email account for the length of their course, and for up to one year after graduation. This includes the new Outlook Web App with improved anti-malware protection, as well as OneDrive—a cloud storage system that offers 25GB of space to all users.

You can access your mailbox through myUniHub—under the **My Middlesex** tab, click on the **University Email** link on the right of the page.
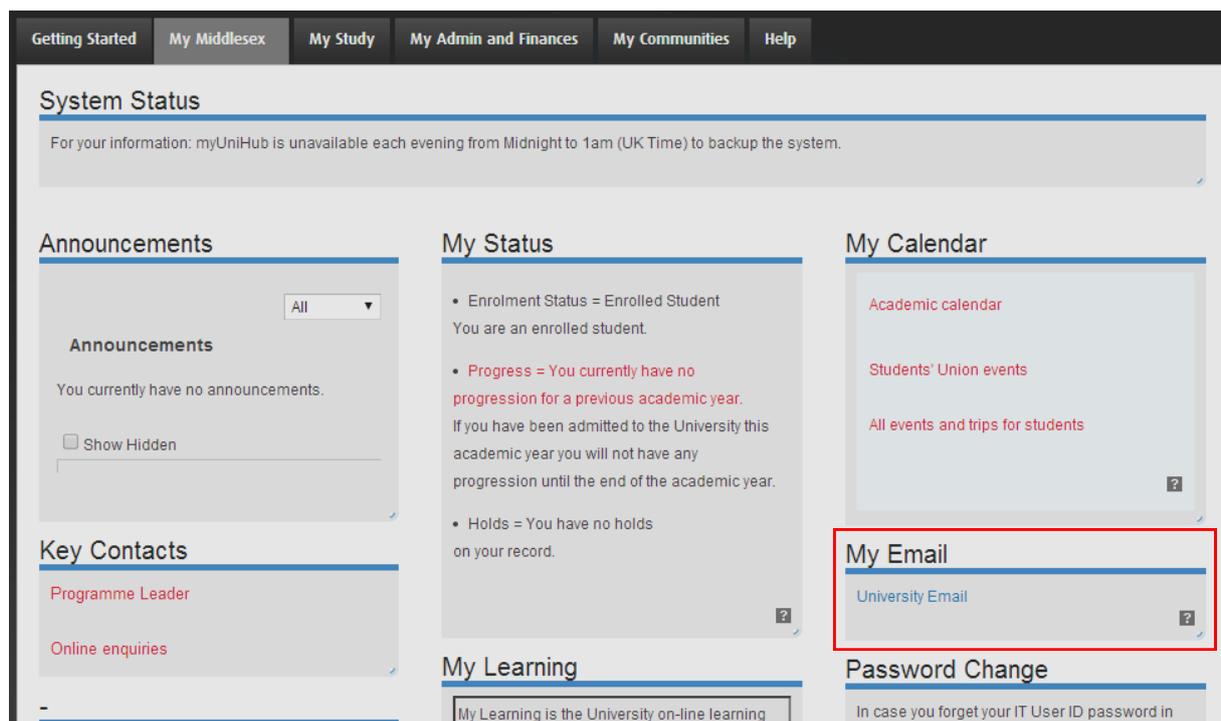

You may be prompted to enter your myUniHub password again when you access your email account from this link:
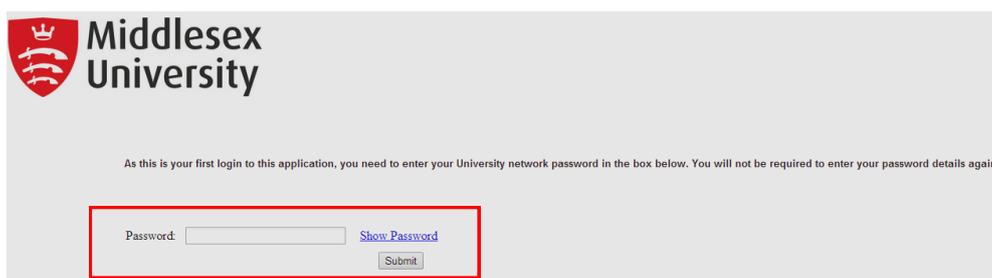

You can also access your email outside of myUniHub, by entering the following address in your web browser:

www.outlook.com/live.mdx.ac.uk

This will take you to a sign-in page for Middlesex email. Enter your **myUniHub user ID** (e.g. ab123) **and password** to access your Office365 email account. If you've forgotten your password, please visit UniHelp in the Sheppard Library or call 0208 411 6060 to have your password reset.
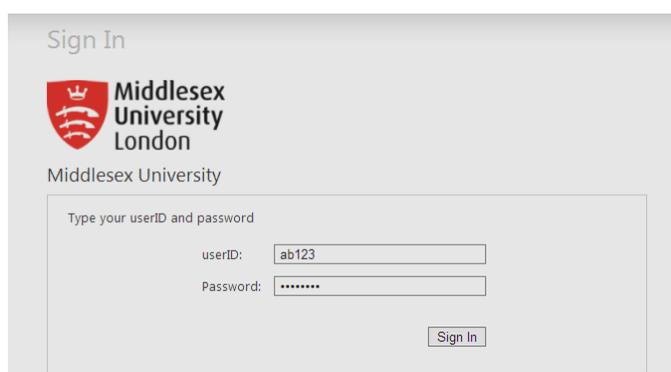
Once you have logged in, you will be taken straight into your Office365 email inbox. You can see the list of emails near the left of the screen—you can select an email to view its contents, reply to the email or forward the email onto another email address.
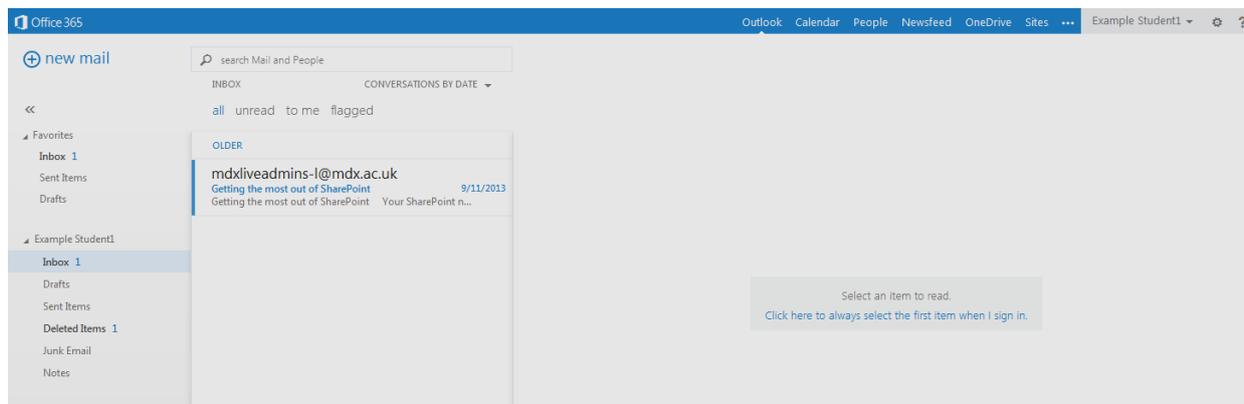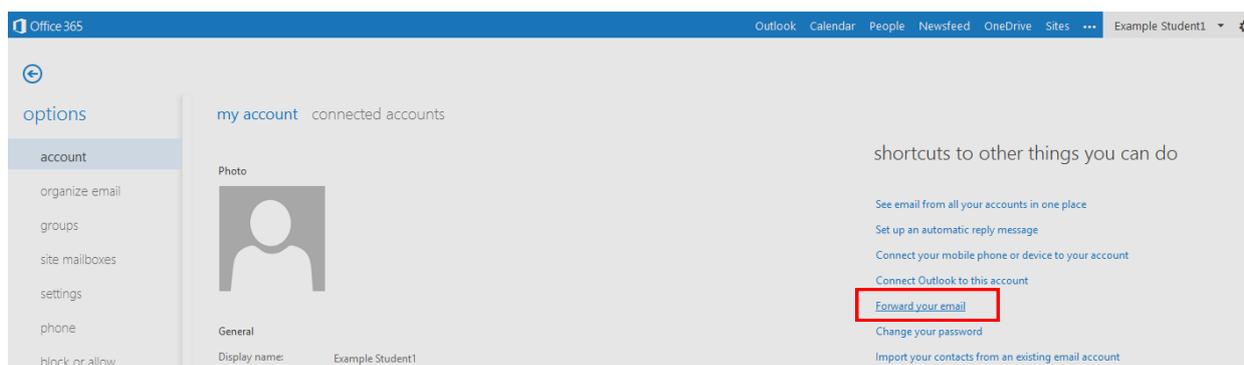

Email forwarding

You can set up email forwarding so that all emails sent to your Office365 account are automatically forwarded to your personal mail account. To do this, on the main inbox screen, click on the small cog icon in the top right corner, and then select **Options**:
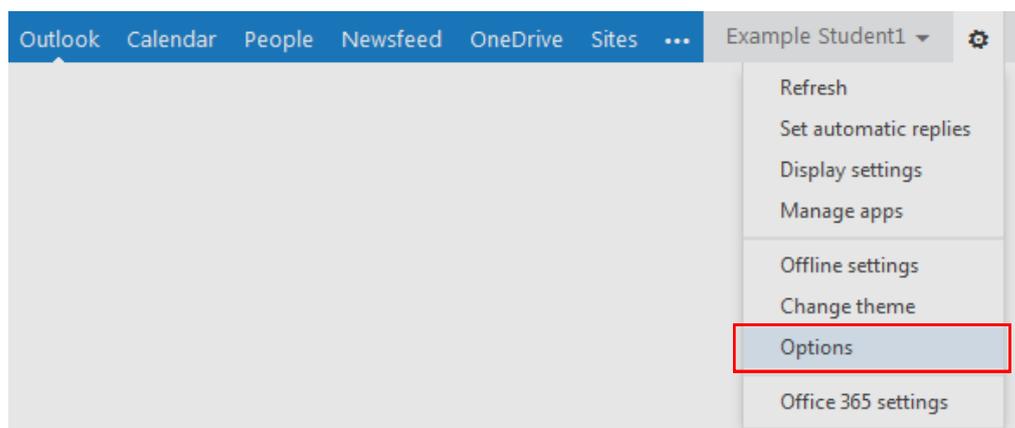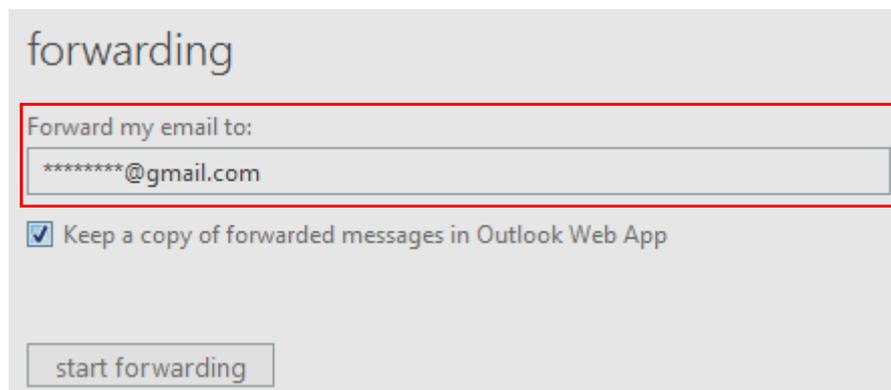

On the Options screen, look under the **shortcuts to other things you can do** section on the right, and select **Forward your email**.

On the next screen you will be given the option to enter the email address that you want to forward your Middlesex emails to. Type in the email address and then click on **start forwarding.**

All future messages sent to your Middlesex email account will now automatically be forwarded to the new email address.

forwarding

Forward my email to:

********@gmail.com

☑ Keep a copy of forwarded messages in Outlook Web App

start forwarding

OneDrive

OneDrive offers 25GB of cloud-based storage space to all students. You can use it to securely store and access documents and other important files online—these documents will then be accessible on any device with an internet connection. You can also directly edit Office documents within the web browser using the Office Web App.

To get started, select the **OneDrive** option in the top menu bar:

Outlook   Calendar   People   Newsfeed   OneDrive   Sites   •••   Example Student1 ⏷   ⚙   ?
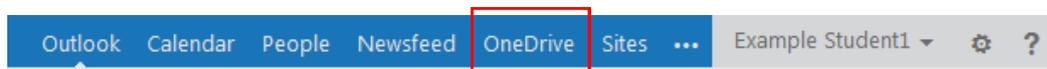
The first time you access OneDrive you will see the **Get Started with OneDrive for Business** message below—click on **continue to OneDrive**.

Get started with OneDrive for Business

continue to OneDrive ➔
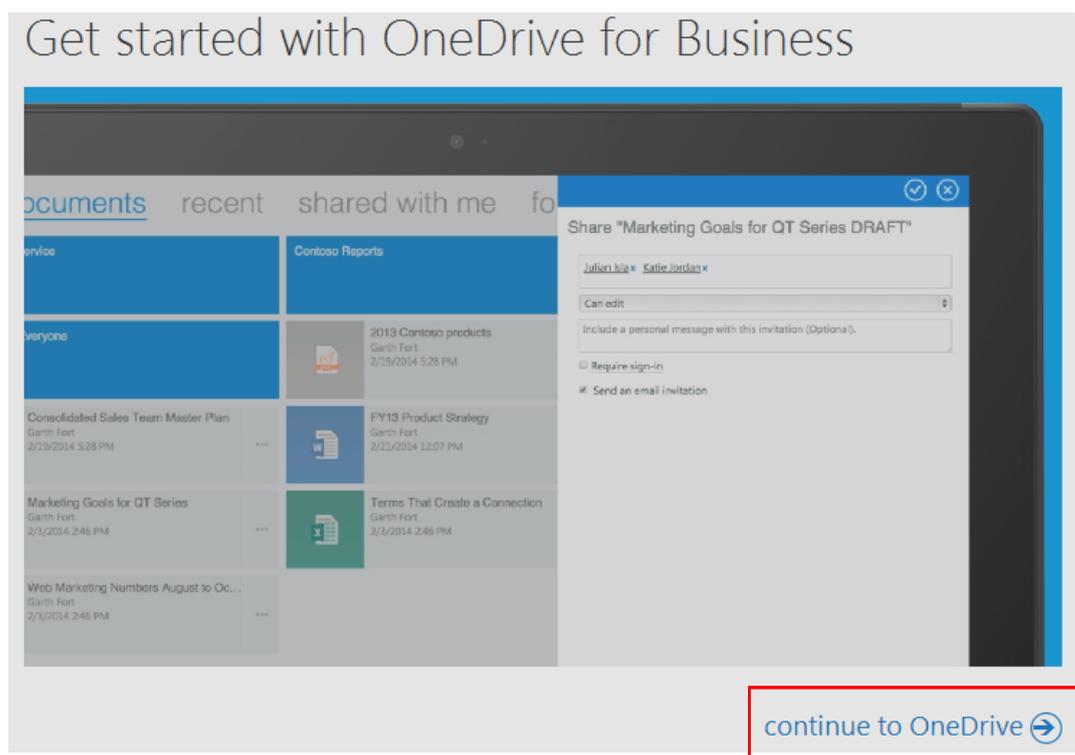
You will then be taken to the main OneDrive screen, where you can create a new Office document or add existing files to storage. To add a document or file to your storage space, click on **upload**:
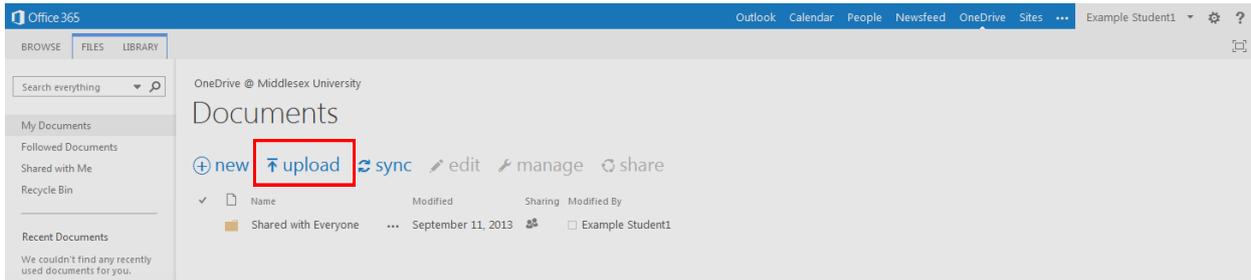

You will then be given the option to browse your computer to select and upload a file:
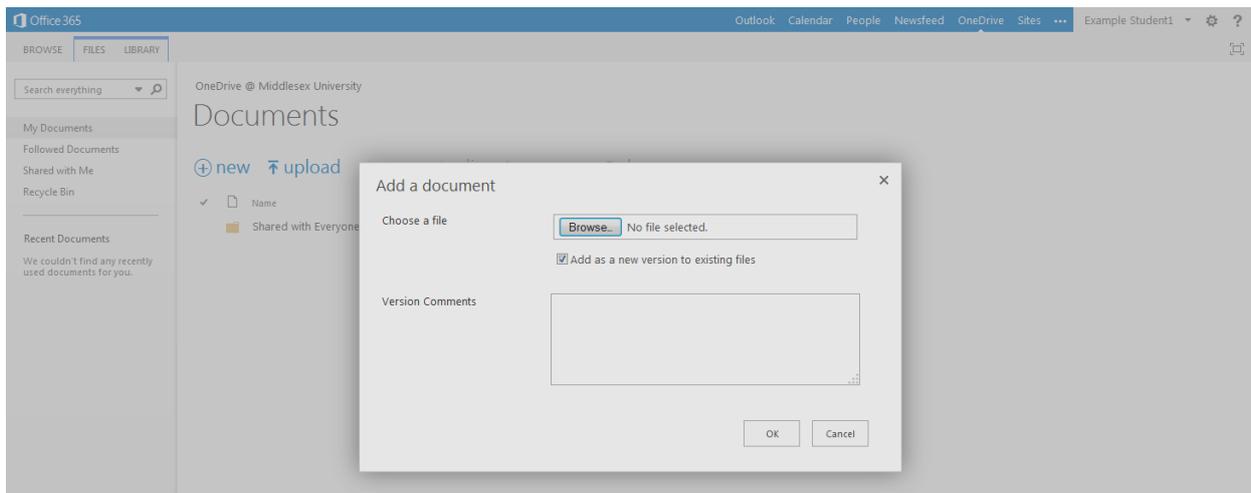

Alternatively, you can simply drag and drop your file into the OneDrive window to upload:
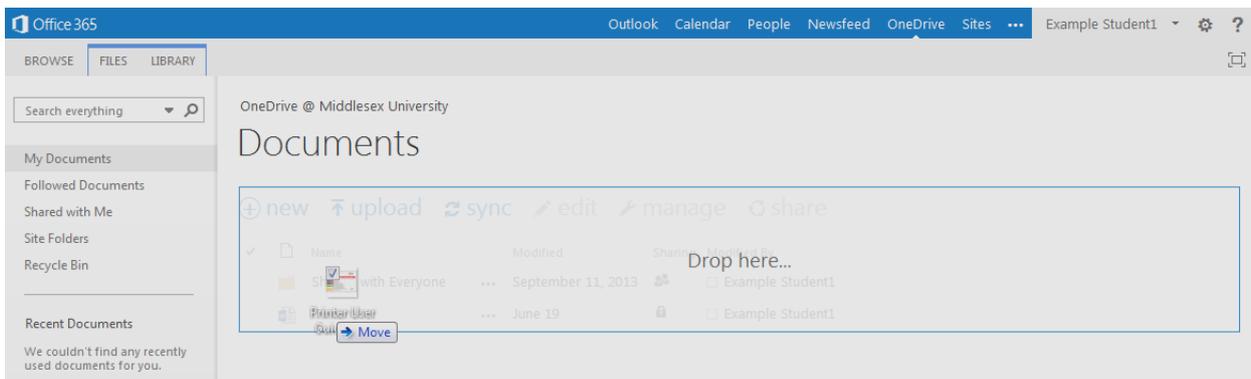

Uploaded files will be added to the list. You can double-click on the file to view it—if it's a Microsoft Office file (Word, Powerpoint, Excel etc.) double-clicking will allow you to edit the file within the browser.
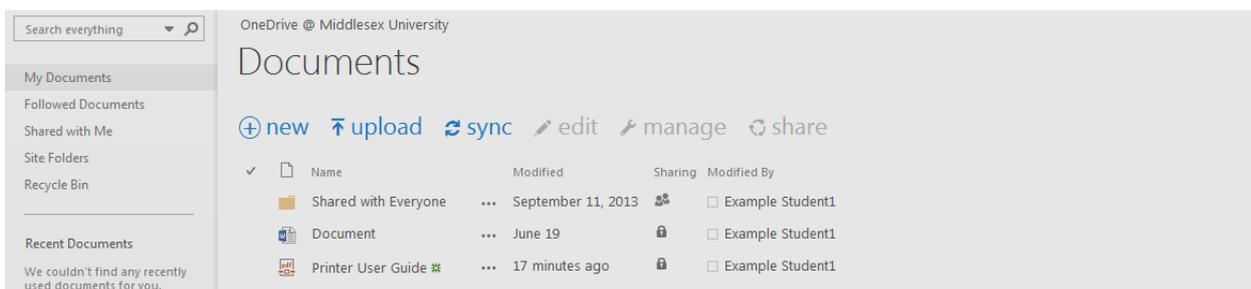
To download and save a stored file to your computer, click on the **"…"** icon next to the file, and then again in the preview box that pops up—you will see the **Download a Copy** option.
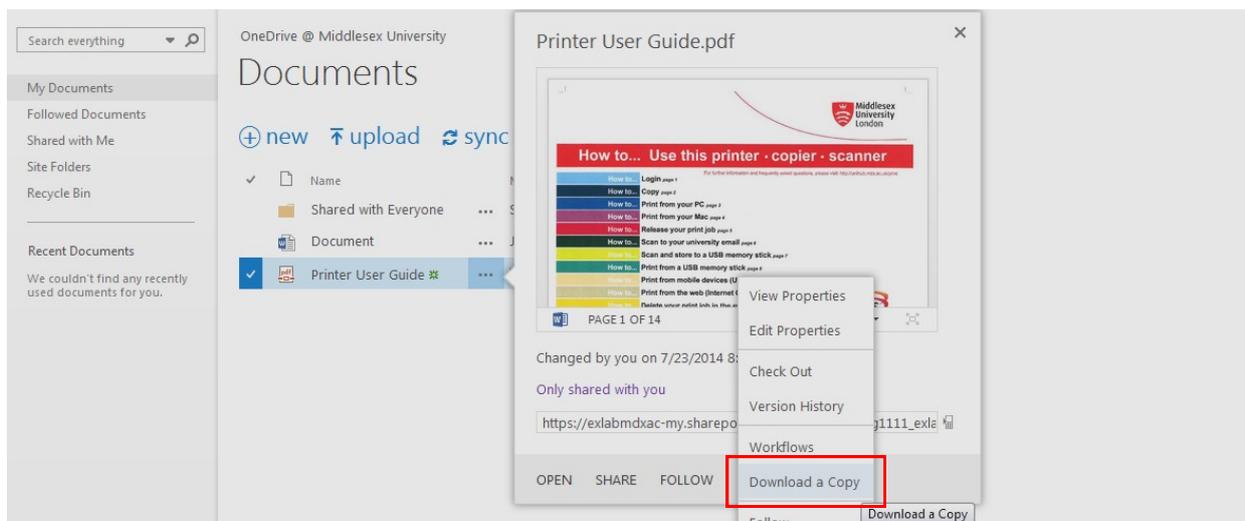
You can also create and edit a new document within OneDrive. Click on **new** and select the type of Office document you want to create.
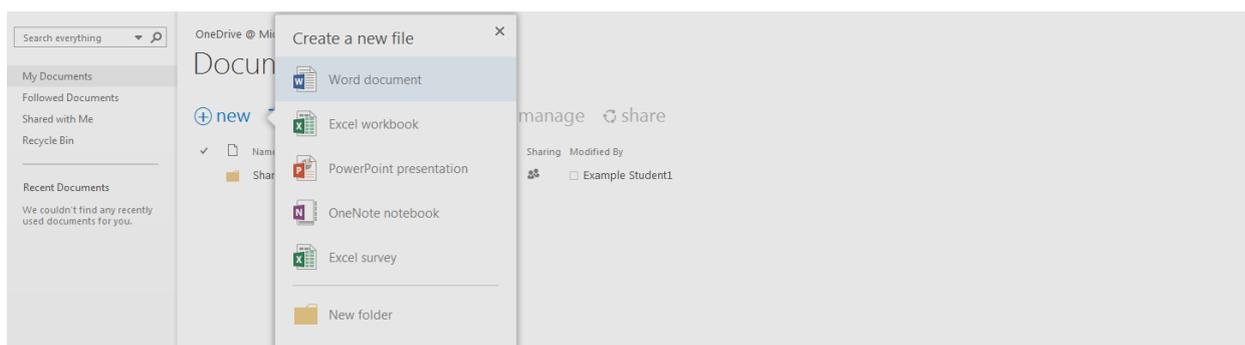
For example—creating a new **Word document** will open the Microsoft Word Web App, allowing you to work on the document within the browser. Any file you create will be saved directly to OneDrive.
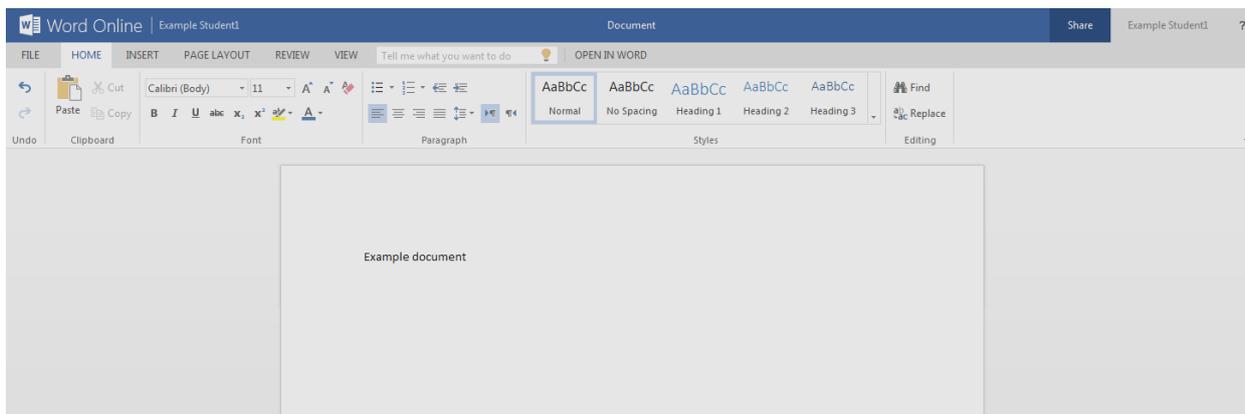
This basic guide is intended to get you started with Office365 and OneDrive. For further help and more information about Office365 email or OneDrive, please visit the following support pages:

http://community.office365.com/en-us/p/helpcenter.aspx
http://windows.microsoft.com/en-gb/onedrive/onedrive-help
http://www.lynda.com (search for Office365 or OneDrive for tutorial videos).