Outlook -- Web or Internet Browser

Instructions


   a. Firefox, Chrome, Safari, Internet Explorer, and Edge will all work. Edge is not recommended for use with Bb Learn.
   b. Alternative method: Visit [https://portal.office.com](https://portal.office.com) in an internet browser, login as described in step 2 below, and click the "Mail" tile icon.
   c. Alternative method 2: Visit [https://exchangeweb.drexel.edu](https://exchangeweb.drexel.edu), login as described in step 2 below, and click the [http://outlook.com/owa/drexel0.onmicrosoft.com](http://outlook.com/owa/drexel0.onmicrosoft.com) link offered there.
   d. Alternative method 3: Visit [https://one.drexel.edu](https://one.drexel.edu) in an internet browser, login as described in step 2 below, hover your mouse pointer over "Email" in the upper right, and click "Office 365 Email."

   i. Then once more, login as described in step 2 below

2. Login with your DrexelOne or Drexel Connect userid email address and password.
   a. This email address contains your DrexelOne or Drexel Connect username, followed by "@drexel.edu" (without quotes).

3. First time use

Create a Folder

Right-click an existing folder, select "Create new subfolder," type in the new folder or subfolder name, and press Enter/Return on the keyboard.

Cannot Find Your Email Folders?

Click link above to collapse this area. Click on image to zoom in.
1. After login and first time set-up, click the "More" link in the left-hand panel.
2. Click or down arrow next to the "Inbox" folder or any other folder's name to look for your email folders.
   a. Folders with a down arrow next to their name contain sub-folder within them.

   Click link above to collapse this area. Click on image to zoom in.

   Collapsed "Inbox" containing additional email folders

   Folder named "Mail Saved" that contains additional email folders.

MORE HELP?
NEED MORE HELP? Contact ihelp@drexel.edu or the CCI Commons HelpDesk at 215-895-2480.

*Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*

Anyone else should contact technical support for their own college, department, university, organization, or business.