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.
   c. Alternative method 2: Visit https://exchangeweb.drexel.edu, login as described in step 2 below, and click the http://outlook.com/owa/drexel0.onmicrosoft.com link offered there.
   d. Alternative method 3: Visit 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.

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.