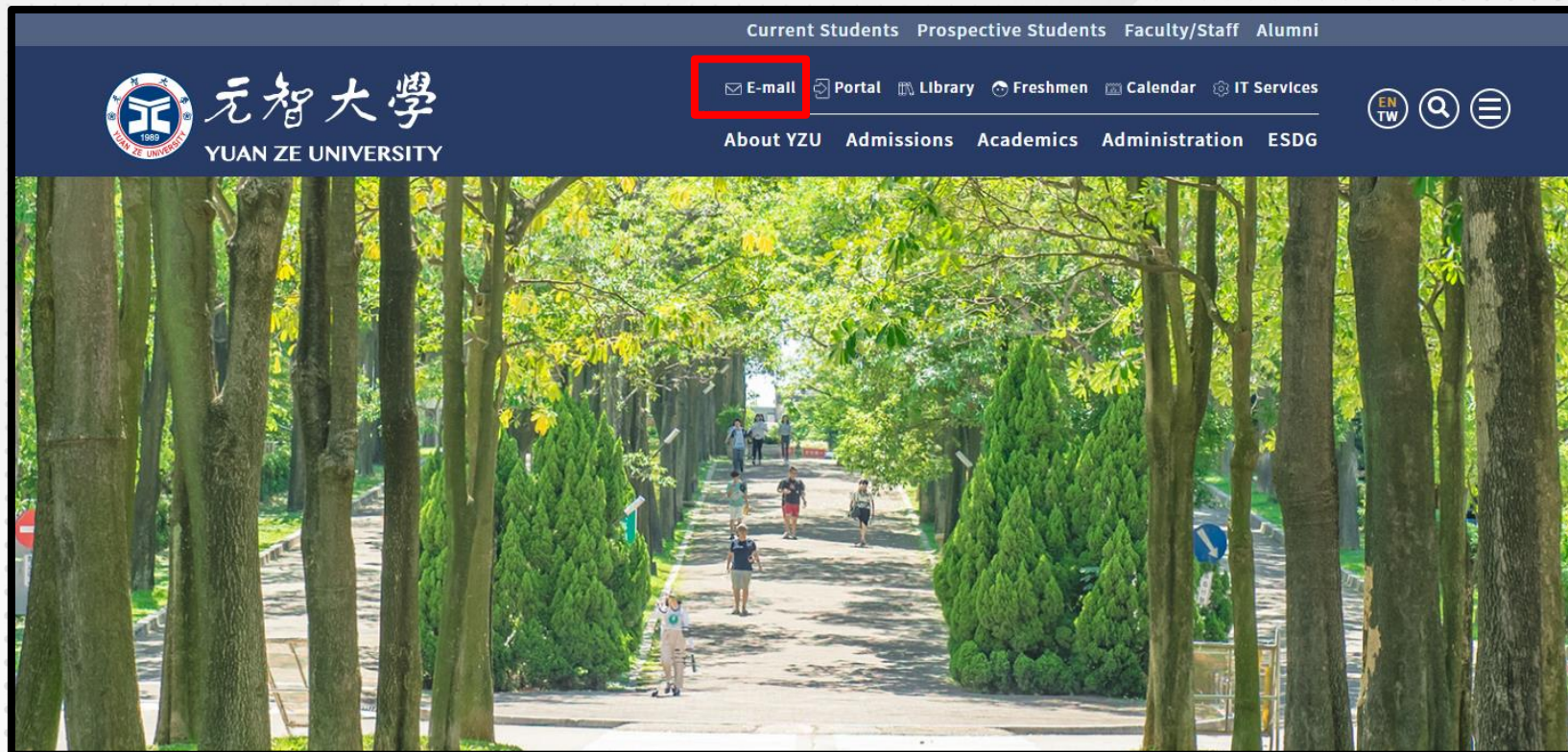


# YZU Webmail Operation Manual

# How To Log-in Webmail

# Path


- [www.yzu.edu.tw](http://www.yzu.edu.tw) → [E-mail](#)





- Please log in to Webmail using your account.




[Current Students](#) [Prospective Students](#) [Faculty/Staff](#) [Alumni](#)



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## E-mail

### Important Message:

Please note that:

1. Please enter YZU Portal to change the password before using it for the first time.
2. If you forget your password, please visit the library counter or dial the campus extension 2321 during business hours to apply for a reset.
3. Some anti-virus software may block the verification window. Please troubleshoot this problem before proceeding.
4. Graduates must use the multi-factor authentication (MFA). Please refer to the following step-by-step instructions to **set up 2-step verification for Office 365**, and **create an app password for Office 365**.
5. Office 365 Spam Quarantine: <https://protection.office.com/quarantine>
6. **Webmail Operation Manual**
7. **Apple built-in email privacy setting.**

| User Status       | Email Domain                                   | Webmail System | SMTP Server (outgoing mail)  | Email Box Quota |
|-------------------|--|----------------|--|-----------------|
| Current Student   | account = s+student number<br>@mail.yzu.edu.tw | Login          | <ul style="list-style-type: none"> <li>SMTP Server : smtp.office365.com Port : 587</li> </ul>  | 20GB            |
| Faculty           | account@saturn.yzu.edu.tw                      | Login          | <ul style="list-style-type: none"> <li>SMTP Server : smtp.office365.com Port : 587</li> </ul>  | 20GB            |
| Graduated Student | account = s+student number<br>@mail.yzu.edu.tw | Login          | <ul style="list-style-type: none"> <li>Set up 2-step verification for Office 365</li> <li>Create an app password for Office 365</li> </ul> | 20GB            |

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "account@saturn.yzu.edu.tw". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

Microsoft

Sign in

account@saturn.yzu.edu.tw

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

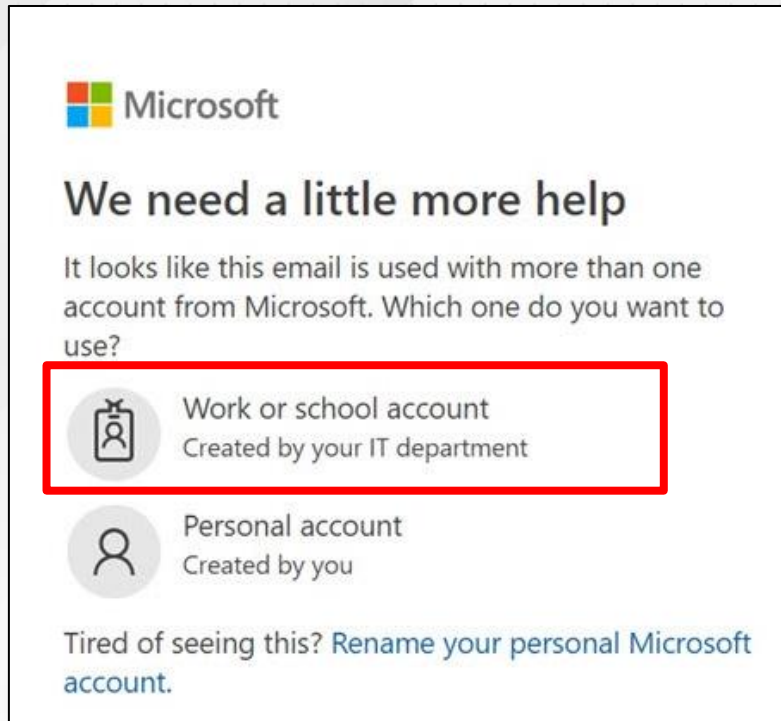
Next

Key in email account  
For example :

s1109999@mail.yzu.edu.tw or

abcdefg@saturn.yzu.edu.tw

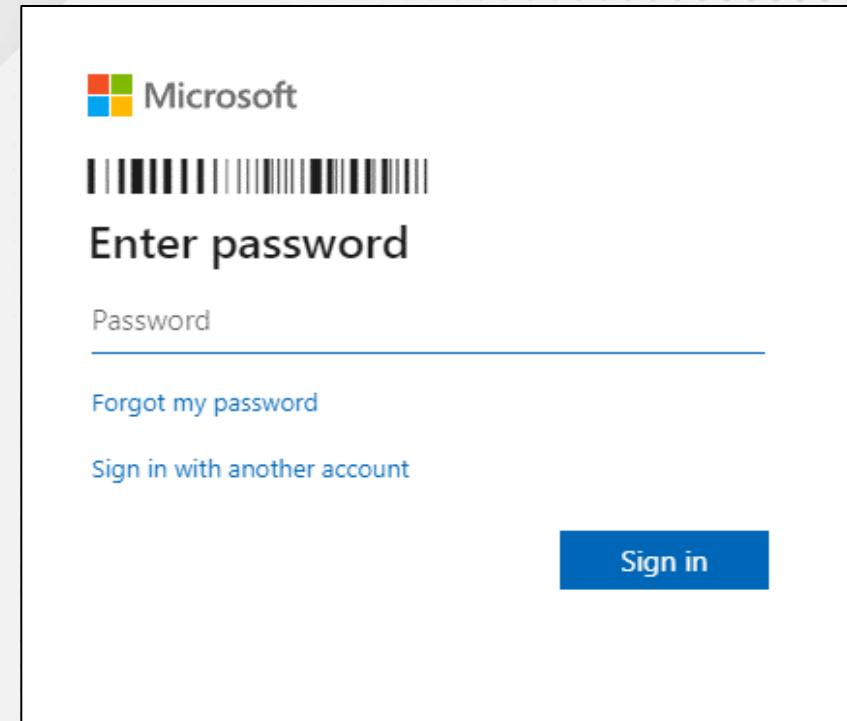
Some users may see this screen, please select 「 [Work or School Account](#) 」



The screenshot shows the Microsoft account selection interface. At the top left is the Microsoft logo. Below it, the heading "We need a little more help" is displayed. The text reads: "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two account options listed: "Work or school account" (Created by your IT department) and "Personal account" (Created by you). The "Work or school account" option is highlighted with a red rectangular border. At the bottom, there is a link: "Tired of seeing this? [Rename your personal Microsoft account.](#)".

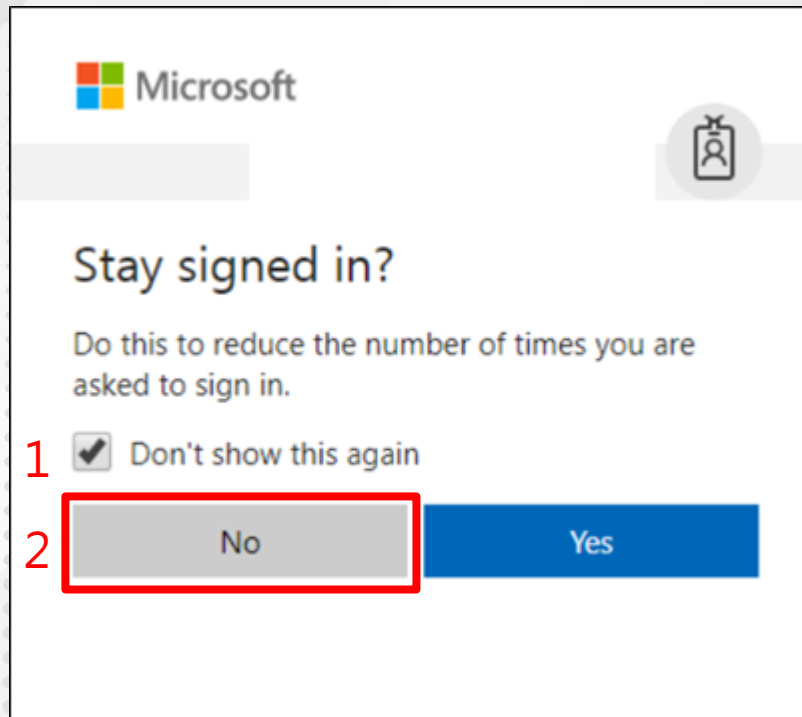


Enter your password  
(same as your YZU Portal password)



The screenshot shows the Microsoft password entry interface. At the top left is the Microsoft logo. Below it is a barcode. The heading "Enter password" is displayed. There is a password input field with the placeholder text "Password". Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue "Sign in" button.

In order to prevent the browser from remembering your password, please click in the order shown in the picture.



The image shows a Microsoft dialog box titled "Stay signed in?". At the top left is the Microsoft logo. At the top right is a user profile icon. The main text asks "Stay signed in?" and explains that this is to reduce the number of times the user is asked to sign in. Below this is a checkbox labeled "Don't show this again" which is checked. At the bottom are two buttons: "No" and "Yes". A red box highlights the "No" button, and a red number "2" is next to it. A red number "1" is next to the "Don't show this again" checkbox.

Microsoft

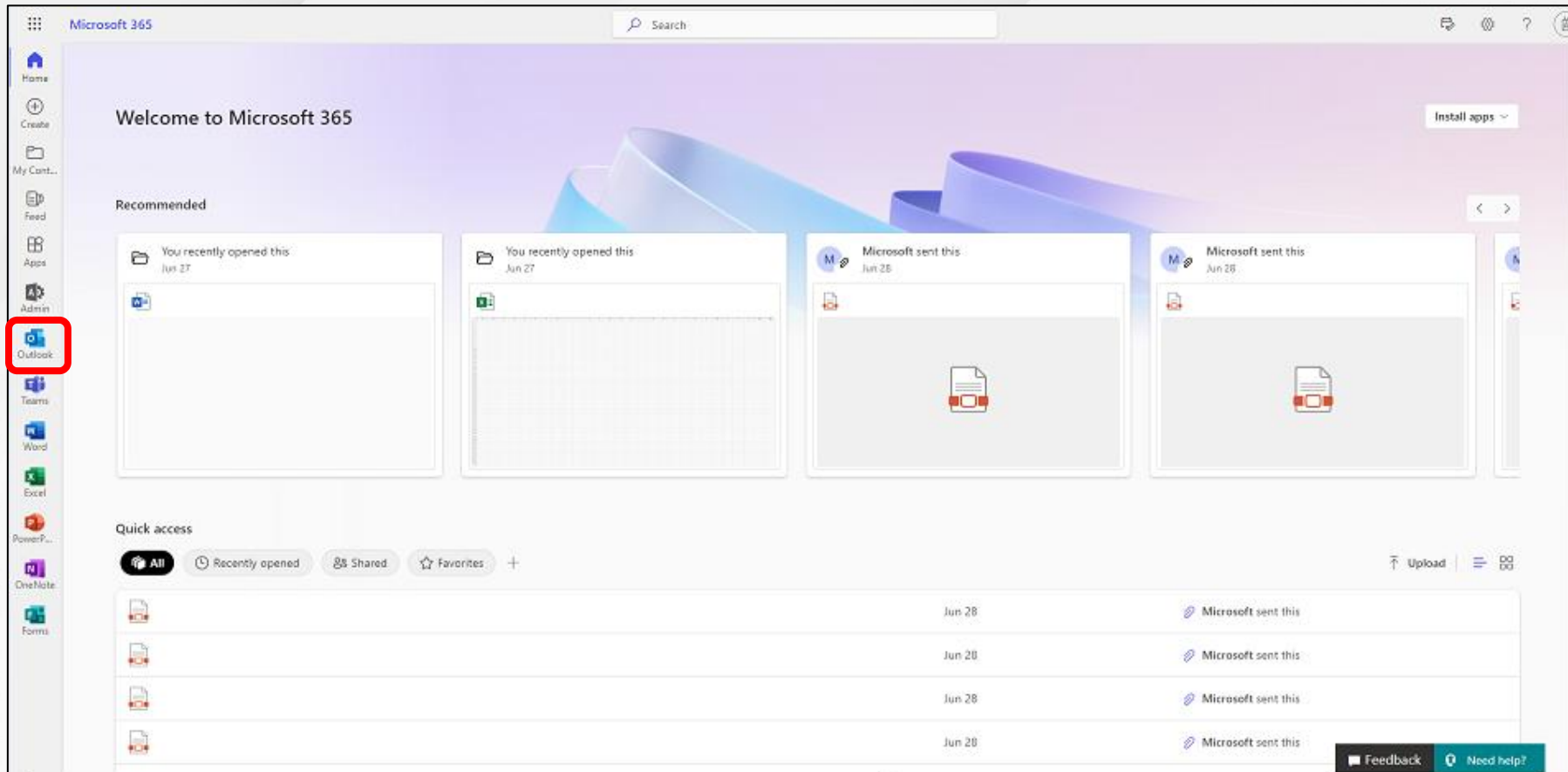
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

1  Don't show this again

2

- You have now successfully logged into the Microsoft 365 platform, which offers various commonly used functions.
- Hover your mouse over the icons to see the function names.
- For email functionality, please select 'Outlook' (as shown in the image below).

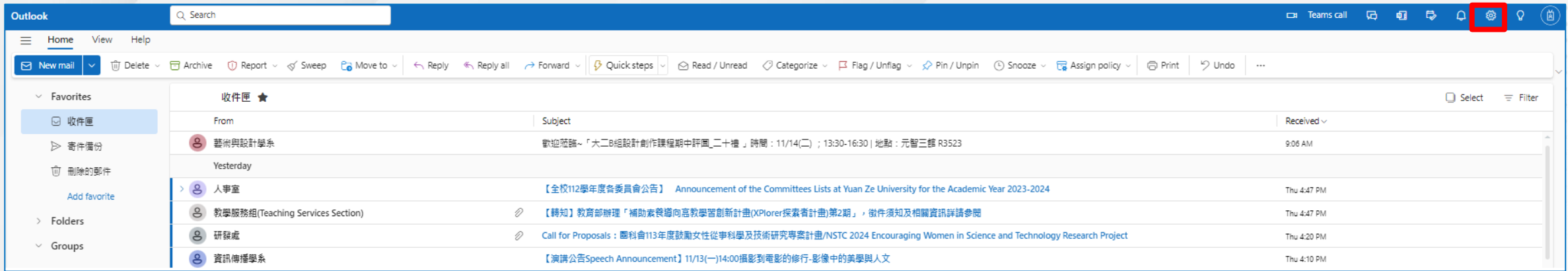




# Access the Mailbox

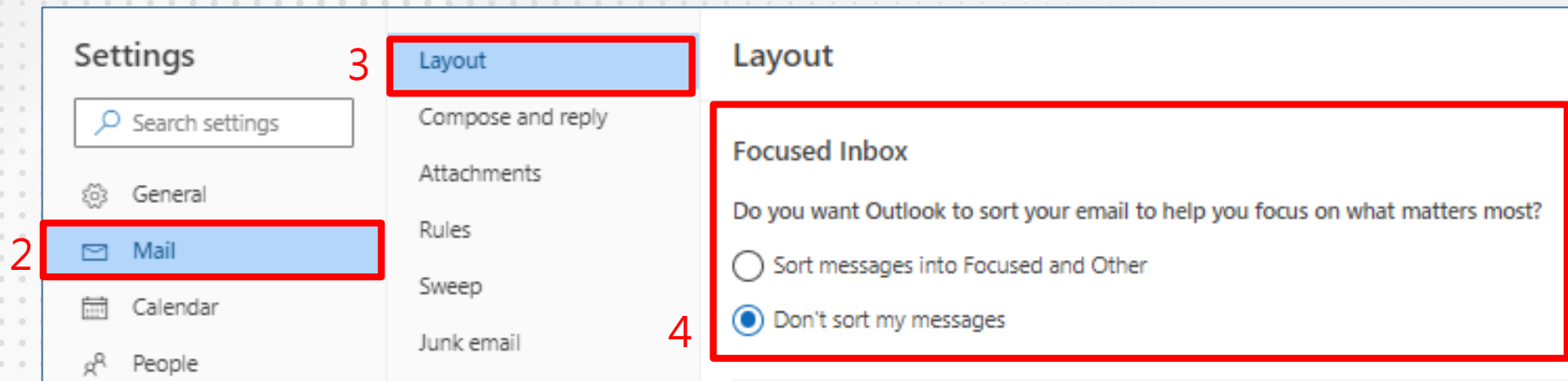
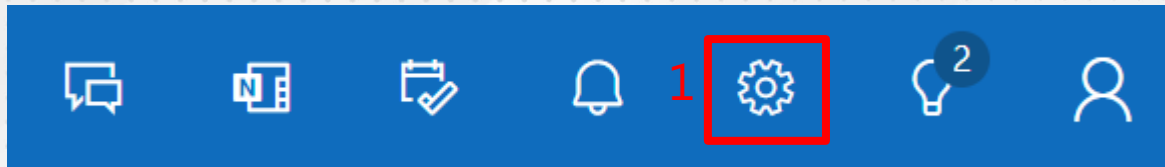
Configure the user interface

- Click on the settings icon in the upper right corner (gear symbol).



# Please adjust the settings as indicated by the red box in the image.

- The following settings will enhance your security and make it easier to find your emails. Please set them up patiently.
- Click on the settings icon in the upper right corner (gear symbol).



**Settings**

Search settings

- General
- Mail**
- Calendar
- People

**Layout**

- Compose and reply
- Attachments
- Rules
- Sweep
- Junk email
- Quick steps
- Customize actions
- Sync email
- Message handling

**Layout**

**Message organization**

How do you want your messages to be organized?

- Show email grouped by conversation
- Show email as individual messages

**Sender image**

Choose whether to show each sender's image in the message list. The sender's initials will be shown if a photo isn't available.

- Show sender images
- Don't show sender images



**Settings**

Search settings

- General
- Mail**
- Calendar
- People

**Layout**

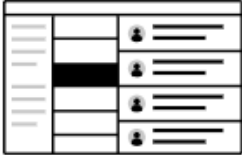
- Compose and reply
- Attachments
- Rules
- Sweep
- Junk email
- Quick steps
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- S/MIME
- Groups

**Layout**

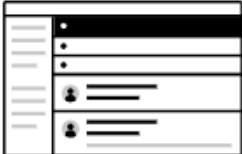
**Reading pane**

Where do you want the reading pane to appear?

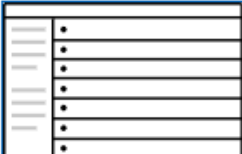
On the right



At the bottom



Hide reading pane



What do you want to happen when you move or delete the item you are viewing?

Open the next item

Open the previous item

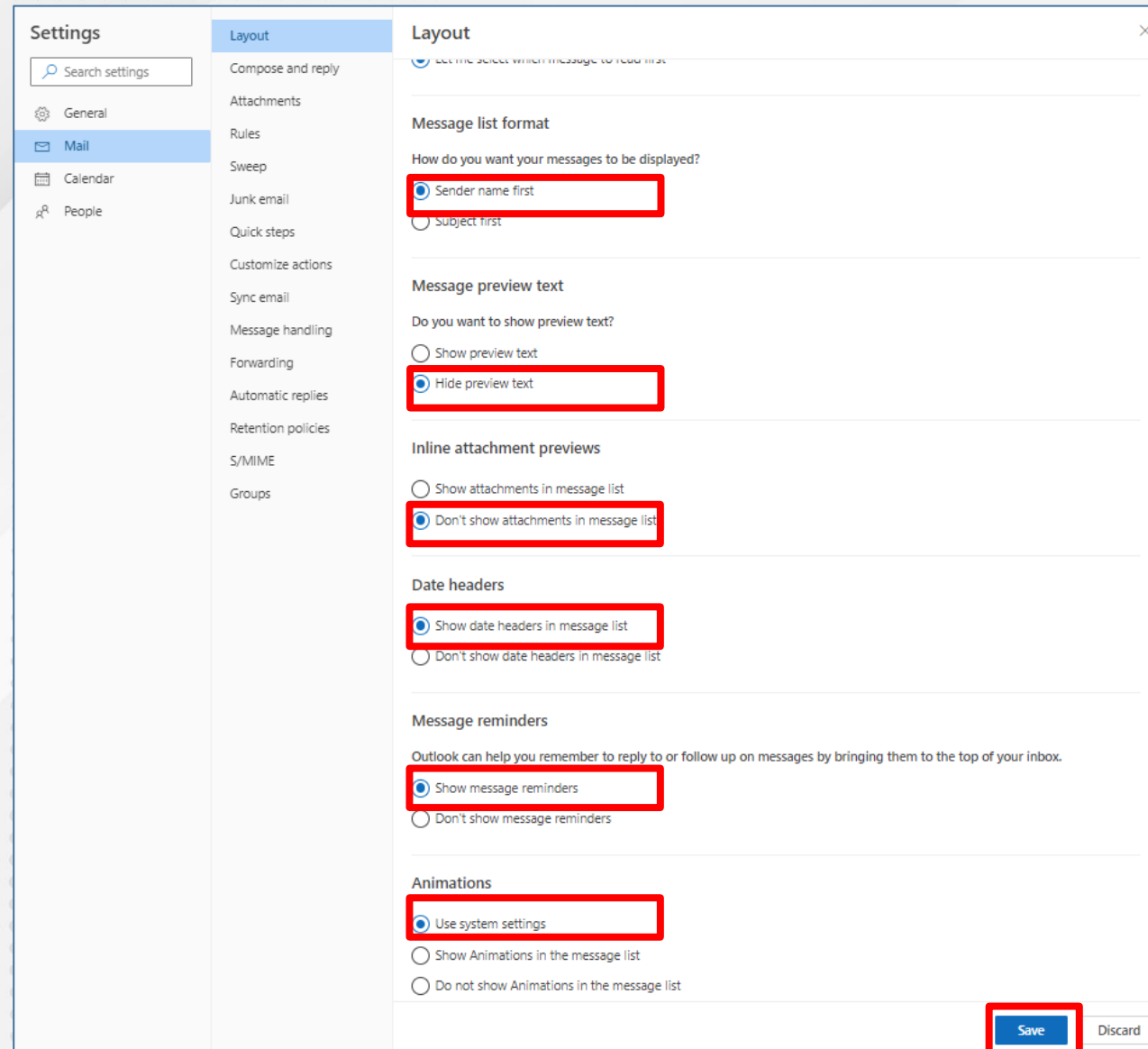
Return to the message list

What do you want us to do when you sign in?

Open the first message in the list

Let me select which message to read first

After completing the settings, click on 'Save' and then close the window to start using it.



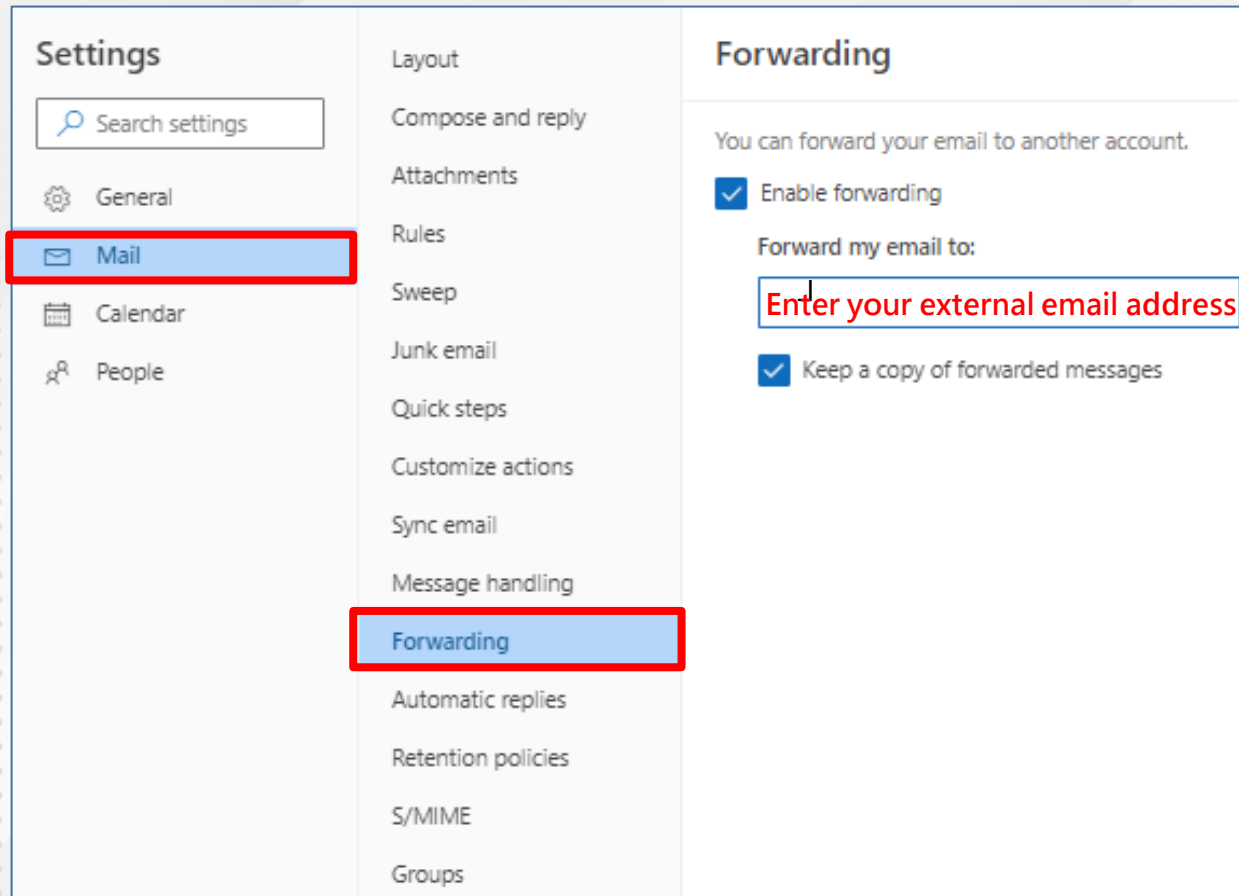
# Forward Email

# Important points to note before setting up:

- External email systems may sometimes block school emails. Please continue to use the school-issued email as your primary communication channel to avoid missing important messages.
- **Student email address : @mail.yzu.edu.tw**
- **Faculty/Staff email address : @saturn.yzu.edu.tw**
- The email system does not allow mutual forwarding, as it can easily cause email loops.
- After setting up forwarding, please continue to monitor the status of this mailbox and ensure it remains operational.



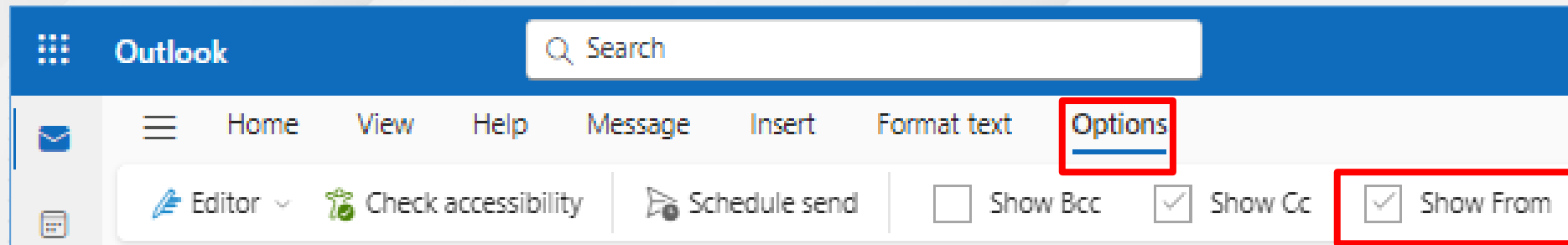
- Look for the "Forwarding" section in the settings.
- Check the box to enable "Forwarding" and "Keep a copy of forwarded messages."
- Enter your external email address in the provided field.



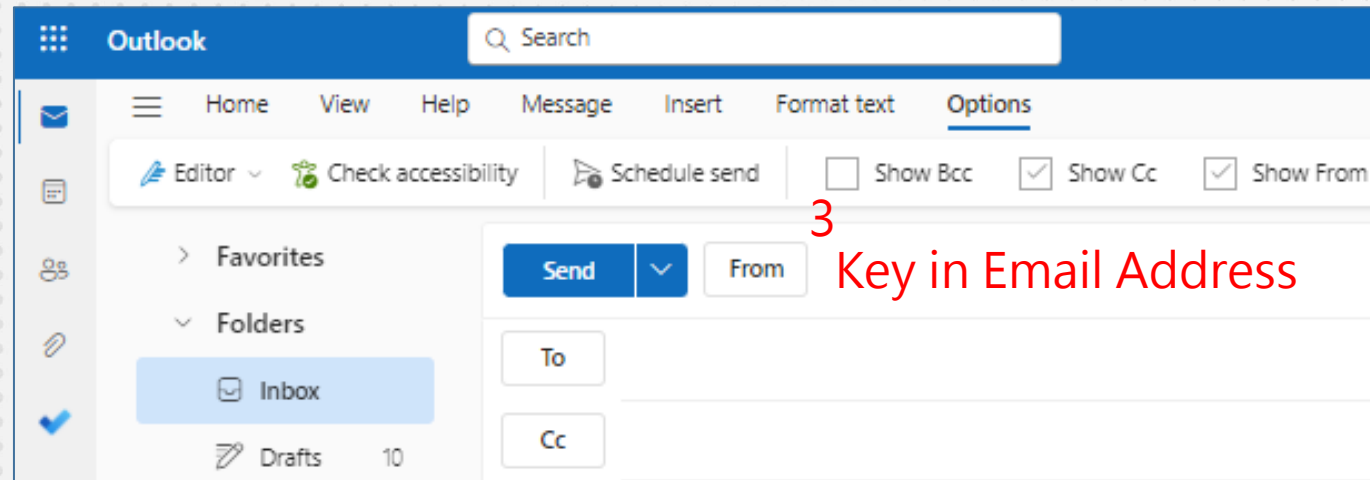
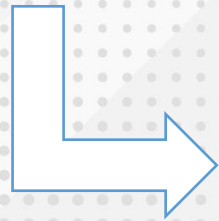
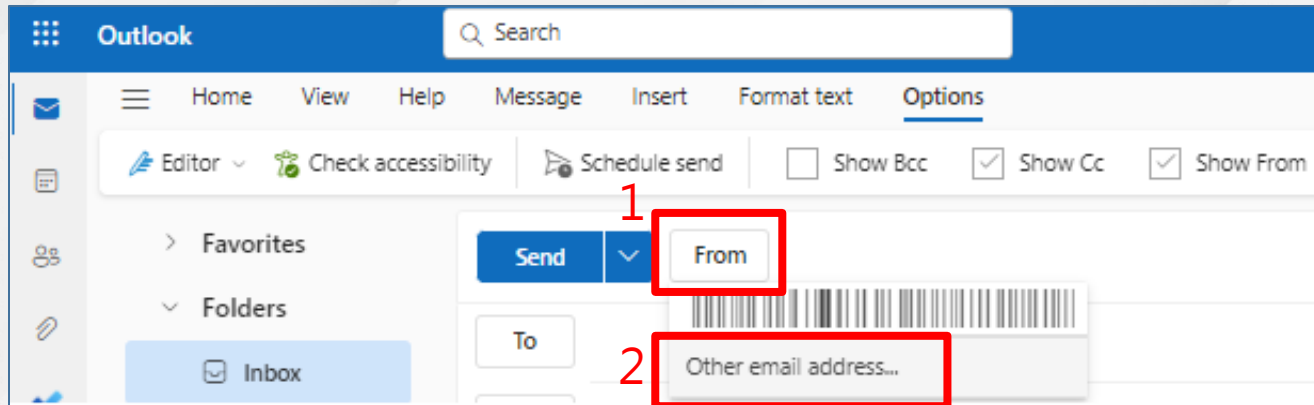
The screenshot displays the Outlook settings interface. On the left, the 'Settings' pane is open, with 'Mail' selected and highlighted by a red box. Below 'Mail', the 'Forwarding' option is also highlighted with a red box. The main content area shows the 'Forwarding' settings. At the top, it states 'You can forward your email to another account.' Below this, there are two checked options: 'Enable forwarding' and 'Keep a copy of forwarded messages'. Under the heading 'Forward my email to:', there is a text input field containing the placeholder text 'Enter your external email address', which is also highlighted with a red box.

# Other Functions

# Show The Sender



# To change the sender





# Search For The Recipient

