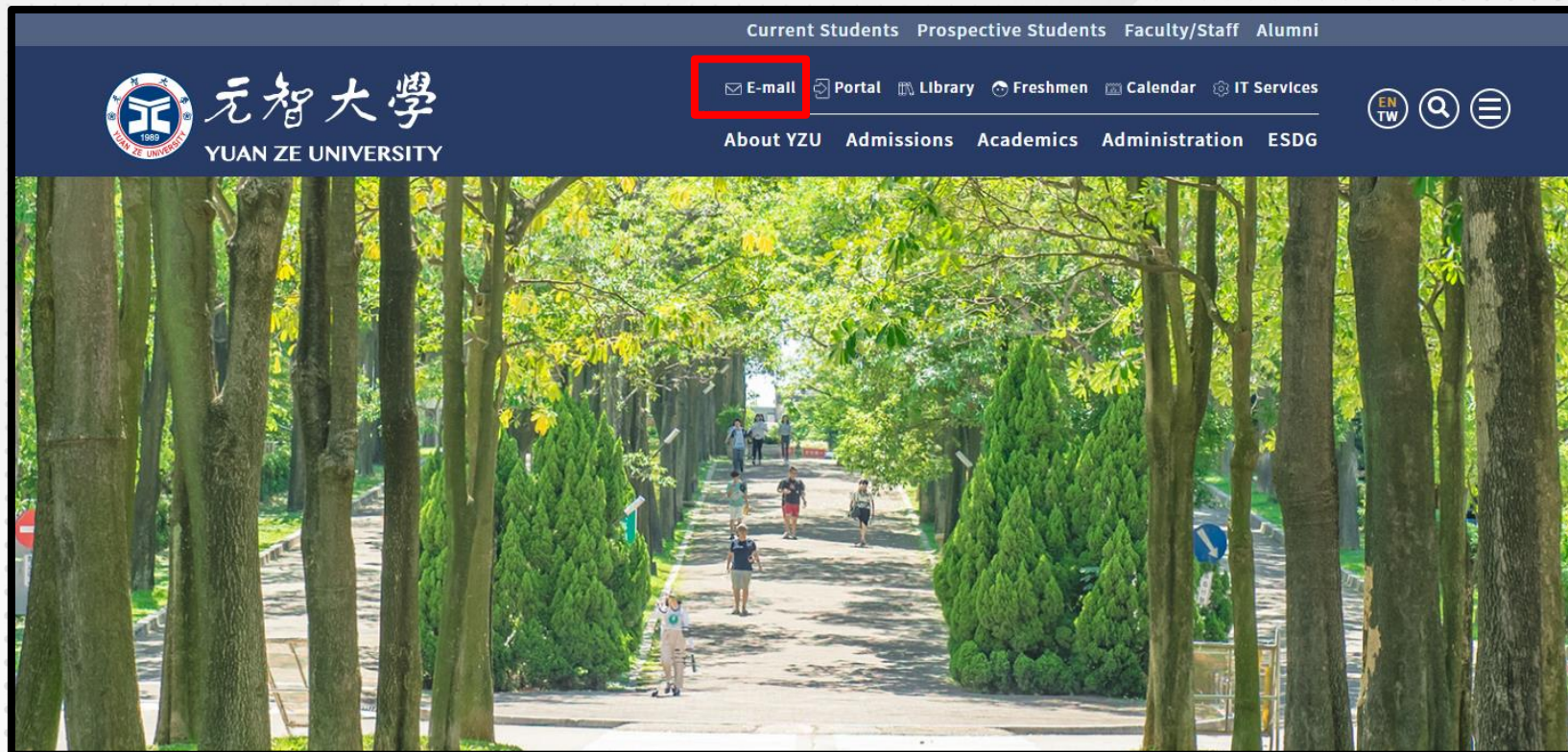# YZU
Webmail Operation Manual

How To Log-in Webmail

Path

- www.yzu.edu.tw → E-mail

- Please log in to Webmail using your account.

Key in email acoount
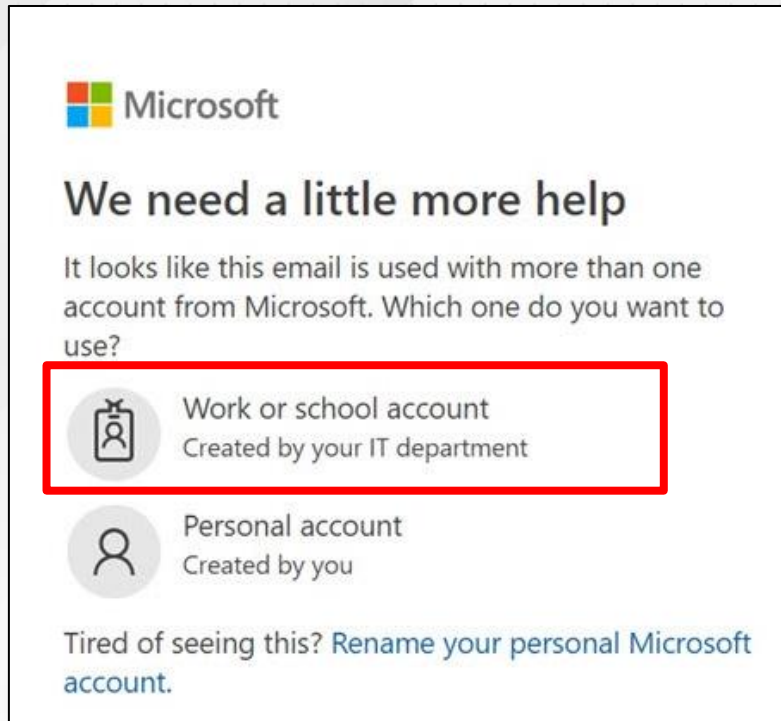**For example：**

s1109999@mail.yzu.edu.tw or

abcdefg@saturn.yzu.edu.tw
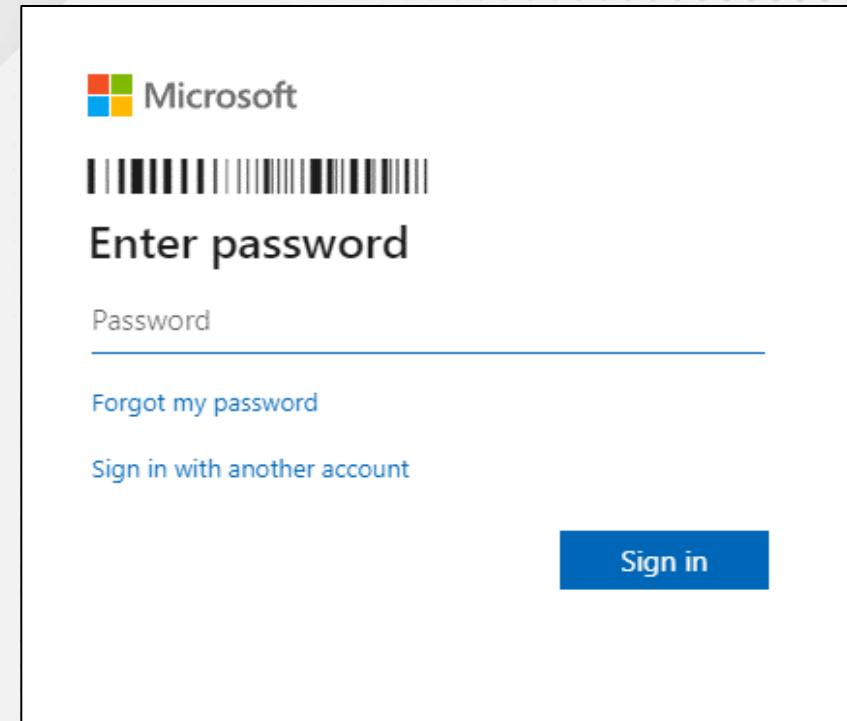
Some users may see this screen, please select 「Work or School Account」
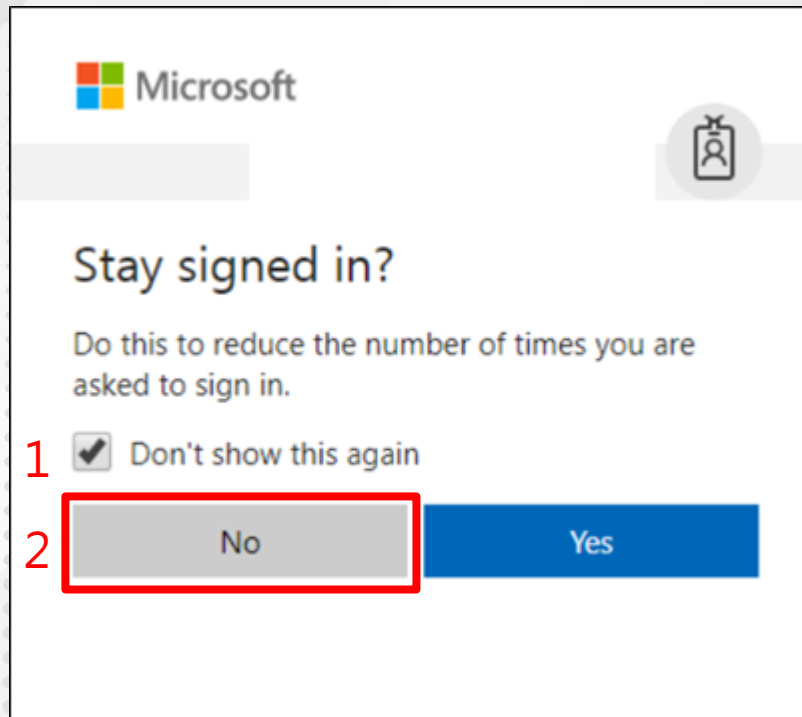
Enter your password
(same as your YZU Portal password)

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

- 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).
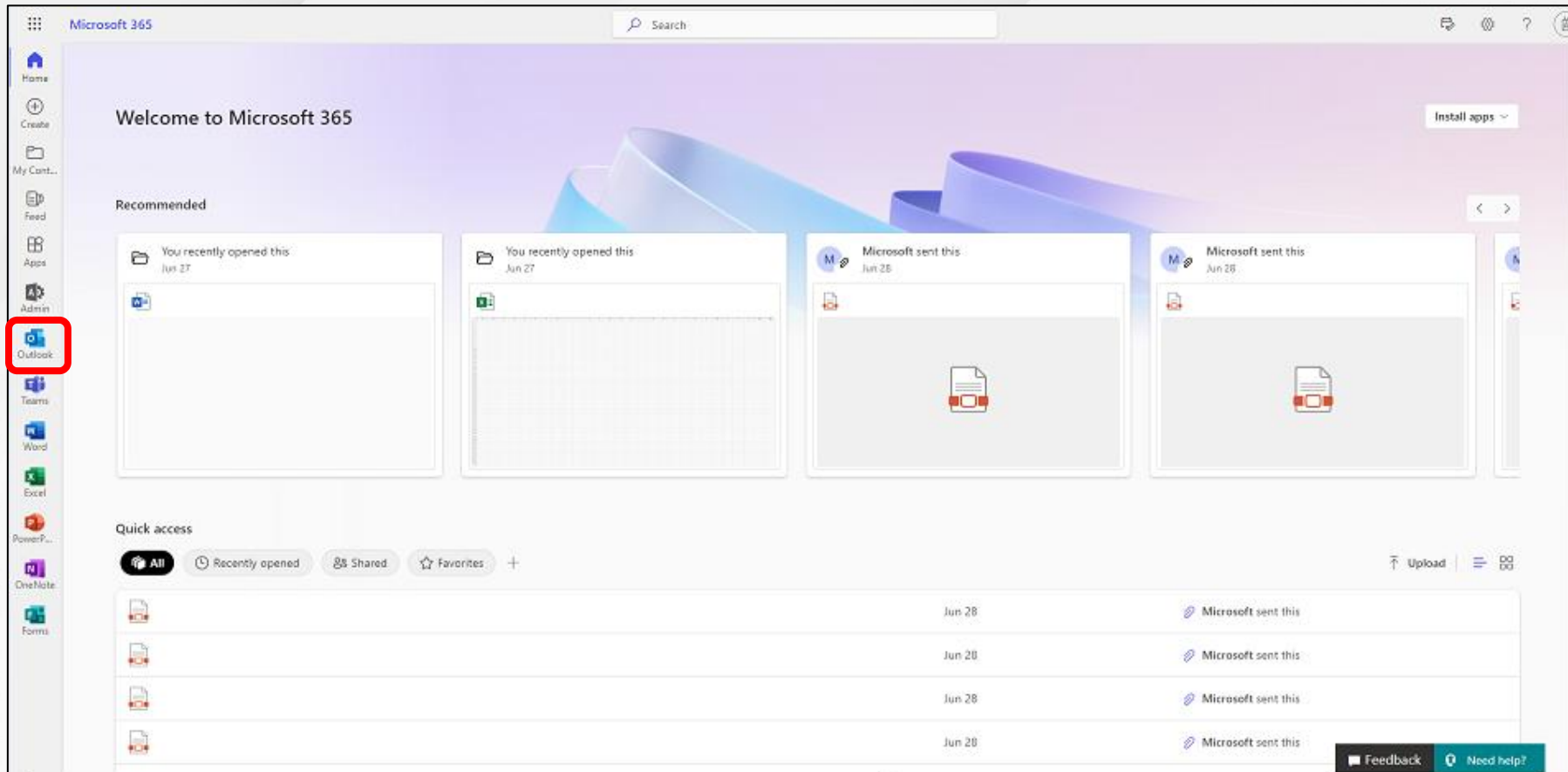
Access the Mailbox

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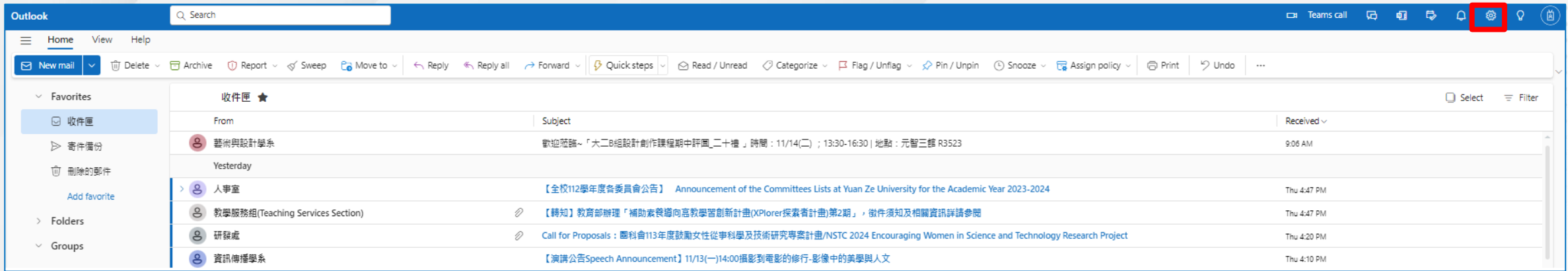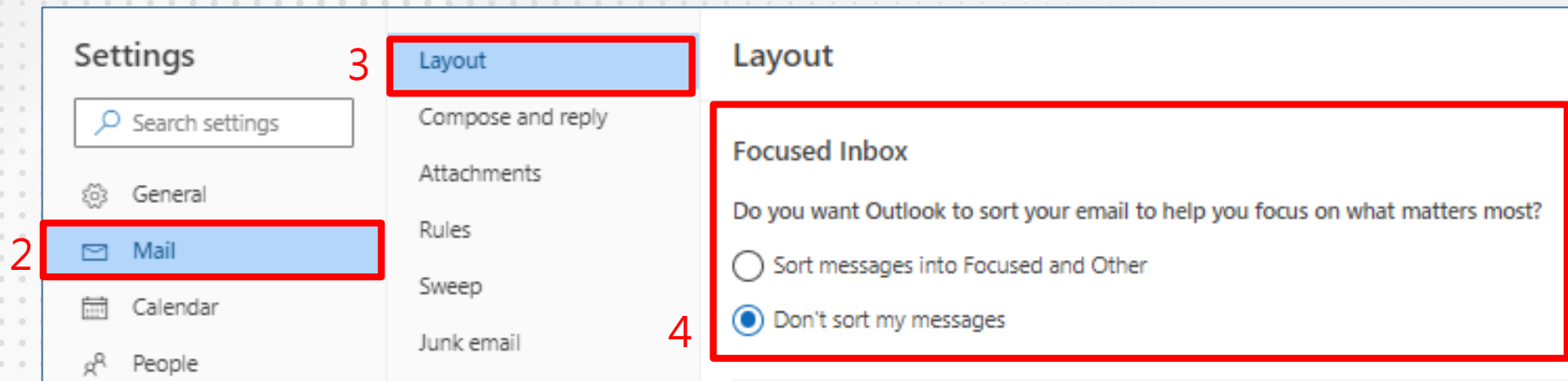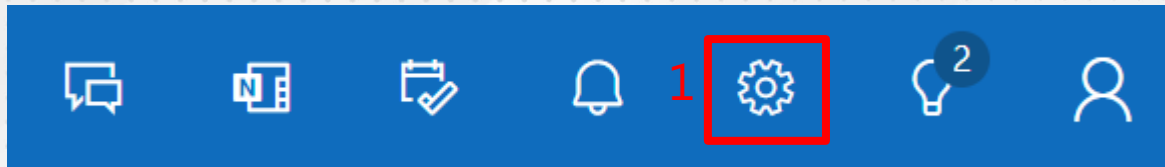
- Click on the settings icon in the upper right corner (gear symbol).

After completing the settings,

click on 'Save' and then close the window to start using it.
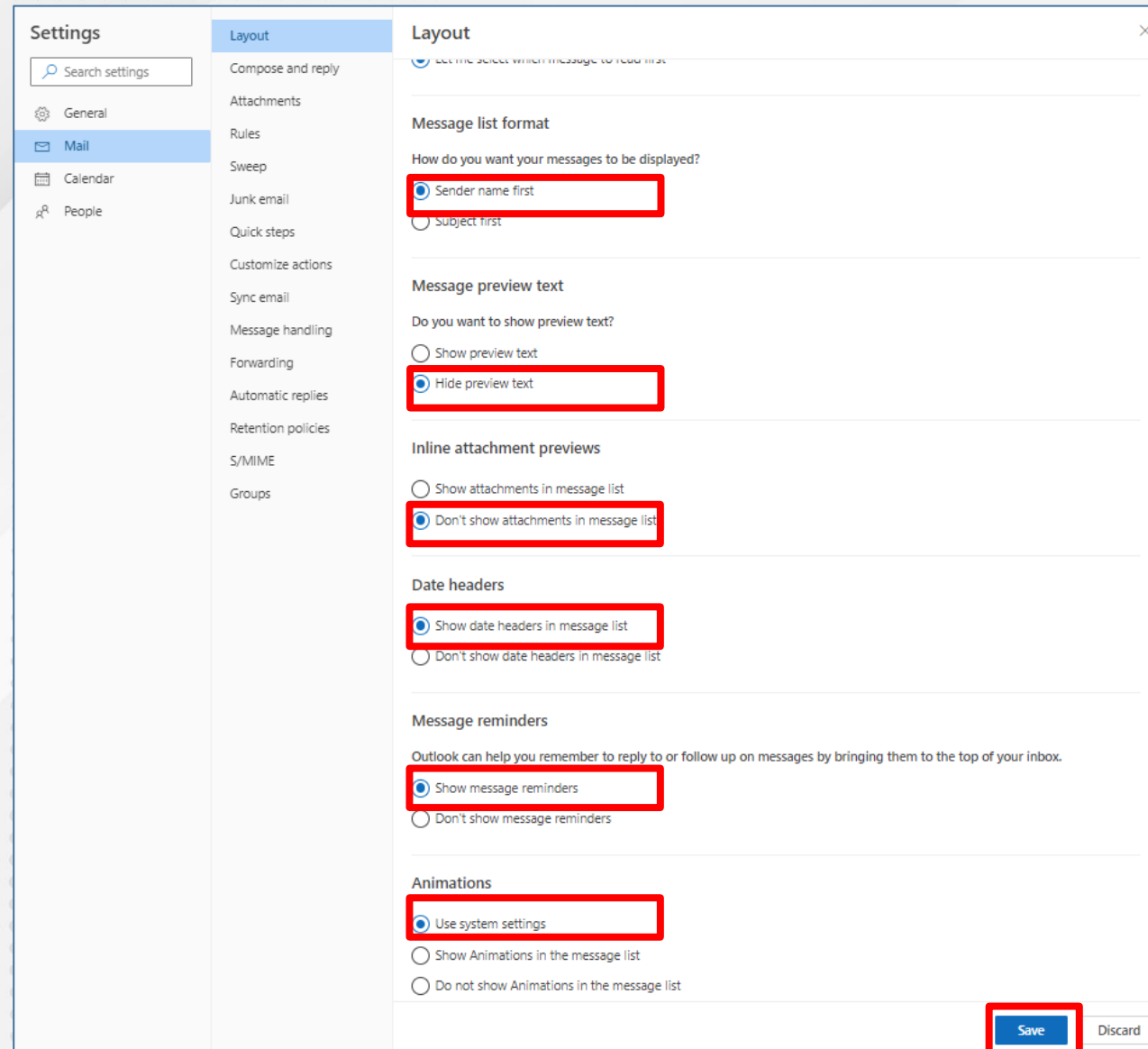
Forward Email

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**
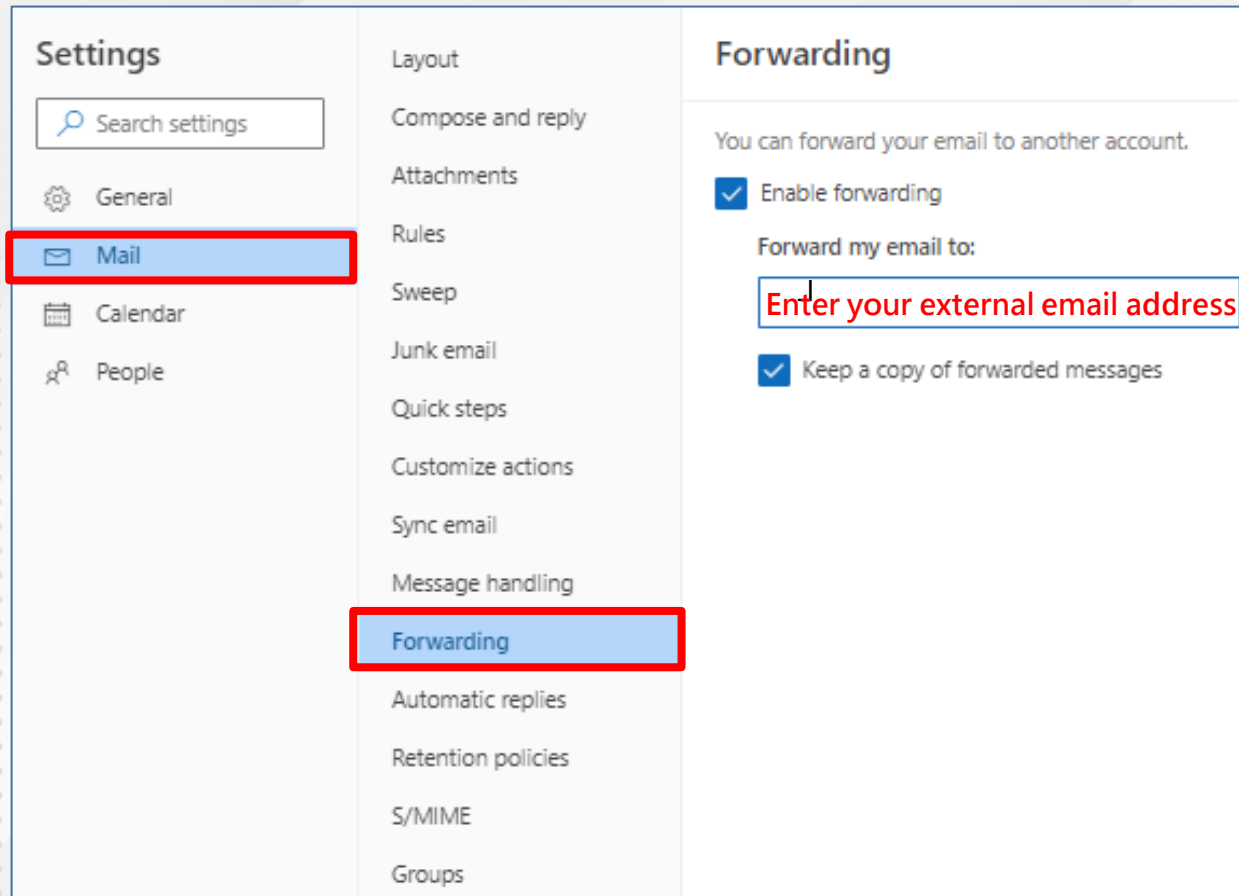
- The email system does not allow mutual forwarding, as it can easily cause email loops.

- After setting up forwarding, please continue to monitor the status of this mailbox and ensure it remains operational.
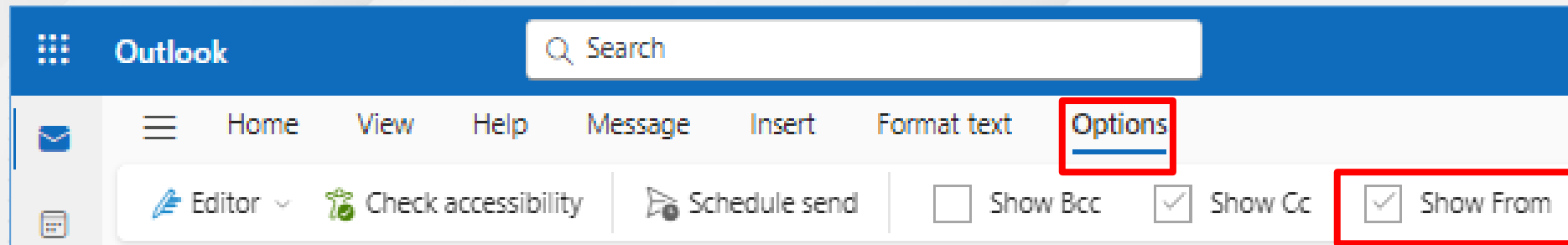
- Look for the "Forwarding" section in the settings.
- Check the box to enable "Forwarding" and "Keep a copy of forwarded messages."
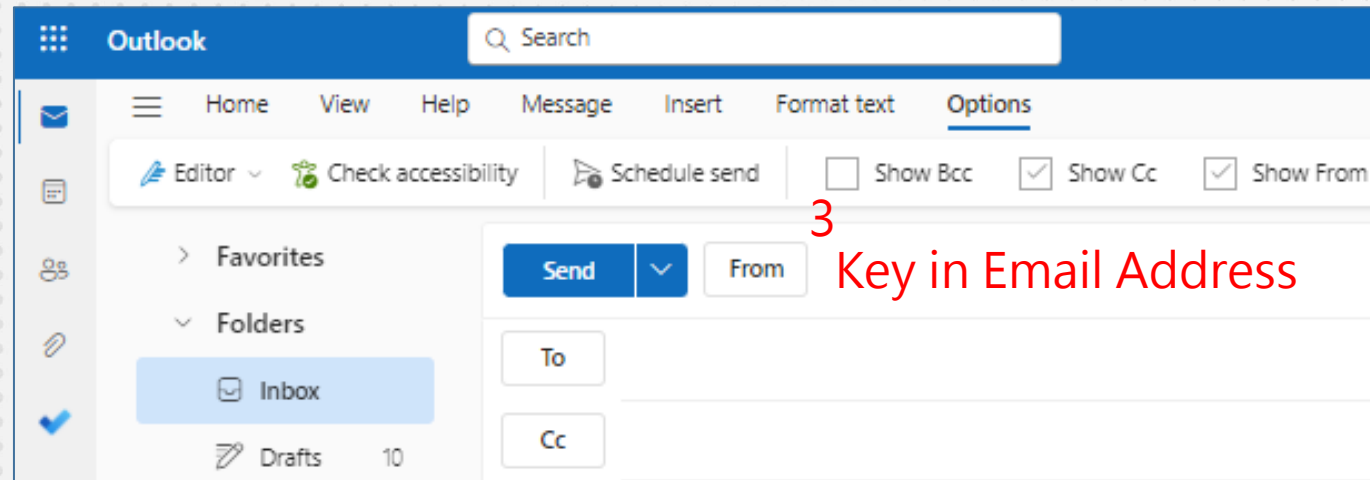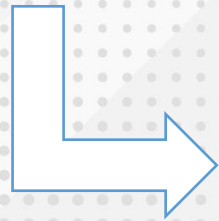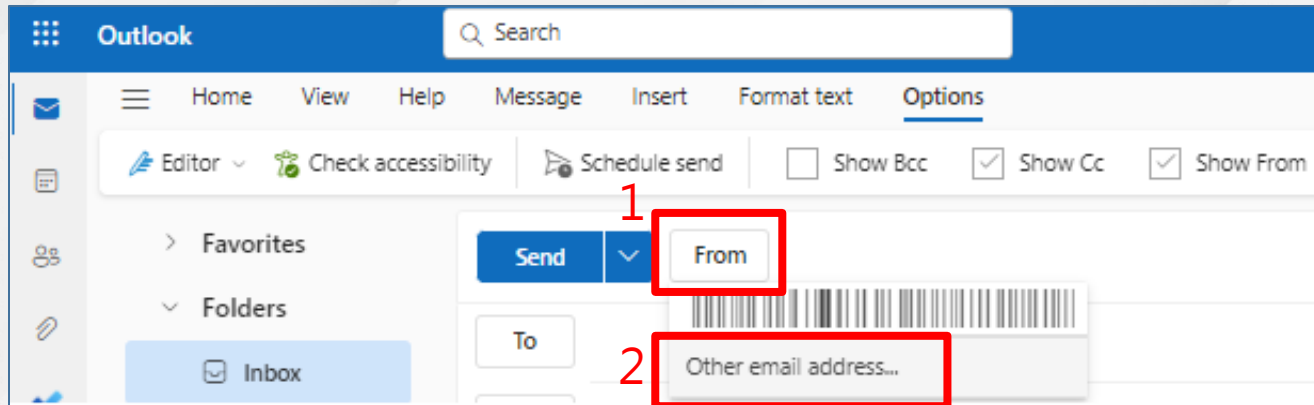- Enter your external email address in the provided field.

Other Functions

Show The Sender

To change the sender

Search For The Recipient