Email for Faculty, Staff and Students

Summary

SOM IT provides Microsoft Outlook to faculty, staff, and students. Hosted on Microsoft Office 365, Outlook is a fully integrated email and calendaring solution with automatic mobile synchronization of email and calendar to handheld devices.

Features

- Integrated spam filtering
- Integration with the Microsoft Office Suite
- Webmail client
- Vacation utilities
- Optional with Supervisor approval and provisioned by SOMIT:
  - Full access to another person or department mailbox
  - Read/Write access to another person or department mailbox
  - Send as access to another person or department mailbox

Who can use it?

This service is available to SOM Faculty, Staff and Students

How much does it cost?

This service is available at no charge to the Yale School of Management community.

How do I get it?

eMail accounts are created as part of the onboarding process for all SOM constituents. You can get to it through any web browser at https://outlook.office.com or through the full outlook client which may be installed on your desktop, laptop, or mobile device. Extensive online help is available through Microsoft or directly in your application "help"

Related Policy and Procedures

- All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. For additional information, please familiarize yourself with the Policies and Procedures related to HIPAA Security.
- There is no backup only a 30 day retention of deleted items.

Related Knowledge Articles

Adding a departmental email profile to Outlook

CDO Calendars

Configure HTC devices for Outlook

Configuring Devices with Office 365

eMail Spam and Phishing

How to make imported IMAP folders are not visible or don’t show any content

Known Issue: Outlook Continuously Prompting for Password (Windows)

O365: Create Personal O365 Account for Business to Personal File Transfer

O365: Transferring Files from Business To Personal (Computer)

O365: Transferring Files from Business to Personal (Web Browser)