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.office365.com/yale.edu/ 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
Adding Second Outlook Profile, Outlook for Mac
CDO Calendars
Configure HTC devices for Outlook
Configuring Devices with Office 365
eMail Spam and Phishing
How to Add Second Mail Profile to the Outlook Client
How to Add Shared Mailbox to Outlook Client
How to configure Outlook for Mac
How to configure Outlook for Windows
How to Handle Cached Global Address Entries
Known Issue: Outlook Recreating Meetings
Known Issue - Outlook Calendar events sent to Deleted Items folder
New inbox creation for new club
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)
Open a Departmental or Group mailbox in Outlook client (Mac)
Open a Departmental or Group mailbox in Outlook client (Windows)
Open a Departmental or Group mailbox in Outlook Web App
Outlook for Mac search feature is unable to find results
Sharing Outlook Calendars for Macs
Solved: Imported IMAP folders are not visible or don’t show any content
What is Office365