

Using INTO student email for the first time



1 Go to portal.office.com



Allow about 2 hours from setting up your email for it to be working properly

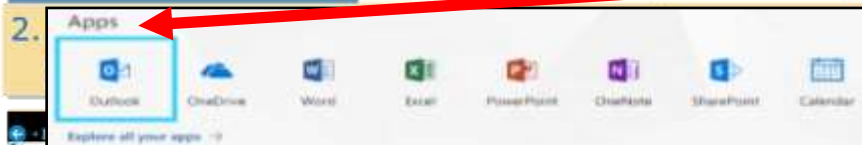
You can sign in from any computer

Enter your student email address: `into(student number)@man.my-into.com`

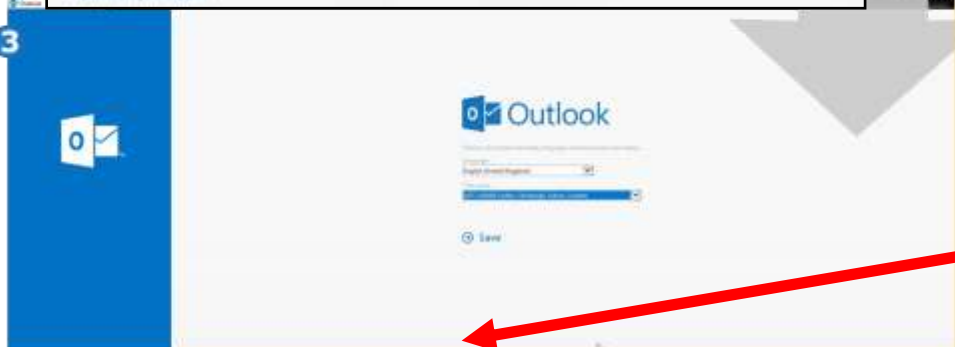
2



Your username should be entered already—put your normal INTO password into the box beneath. Then select Outlook from the menu.



3



You will only need to do this step the first time you use your INTO email.

3. Set the language as **English**
Set the timezone as **Dublin, Edinburgh, Lisbon, London**

4



`into{student number}@man.my-into.com`

Other useful guides:

- Using INTO email on a mobile device
- Forwarding INTO email

4. Your email address is **into** + `{student number}` + **man.my-into.com**

Next step

Using Office Online

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