

Exchange Online Webmail

Login & Basic Functions



This page intentionally left blank.

Table of Contents

- 1 Instructions..... 4
 - 1.1 Log in to Exchange Online Webmail..... 4
 - 1.2 Linking a functional mailbox.....6
 - 1.3 Publishing calendar information.....7

1 Instructions

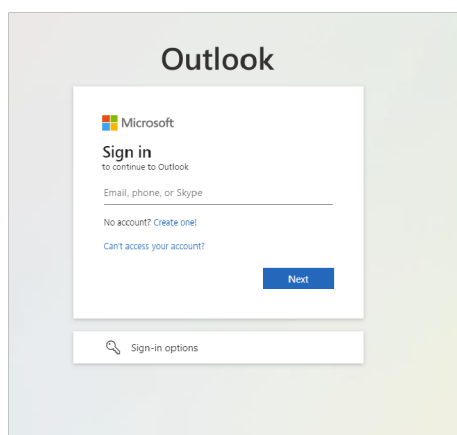
Before you begin

The following instructions are supported by TU Delft and have been tested and found to be working. Nevertheless, we offer this handbook as an additional service to you.

These instructions are intended for users who have migrated to Exchange Online. Please note that this guide will not be applicable if you have not yet migrated.

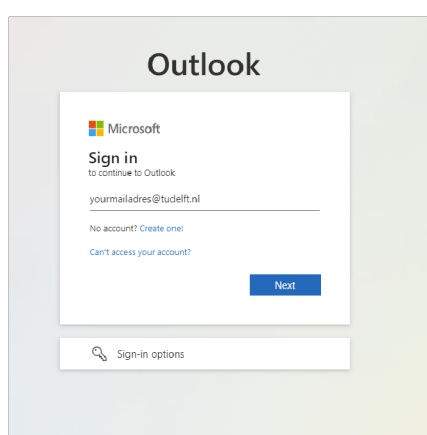
1.1 Log in to Exchange Online Webmail.

Step 1. Open your browser and go to "outlook.office.com".



Step 3: Enter your **NetID@tudelft.nl** and corresponding **NetID password**, then click on "Sign In".

Step 2. Enter your TU Delft email address and click on "Next".



Step 4: Approve the authentication request.

TU Delft Federation Service

Sign in


Sign in

Please login using the syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address.



@tudelft.nl

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

32

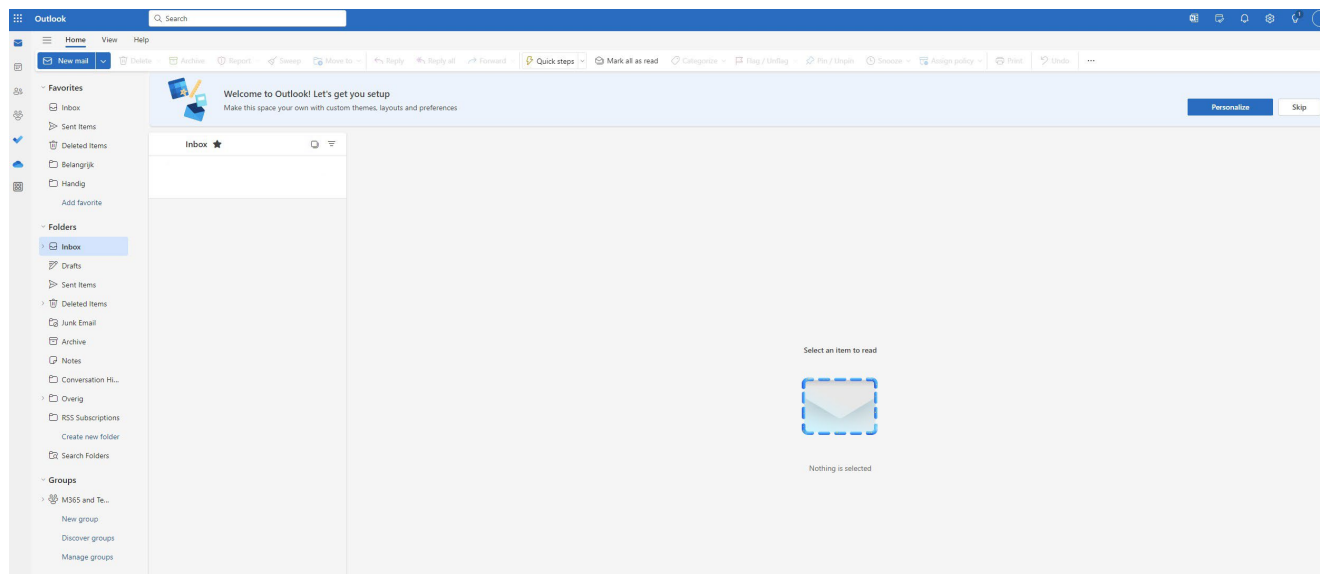
No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

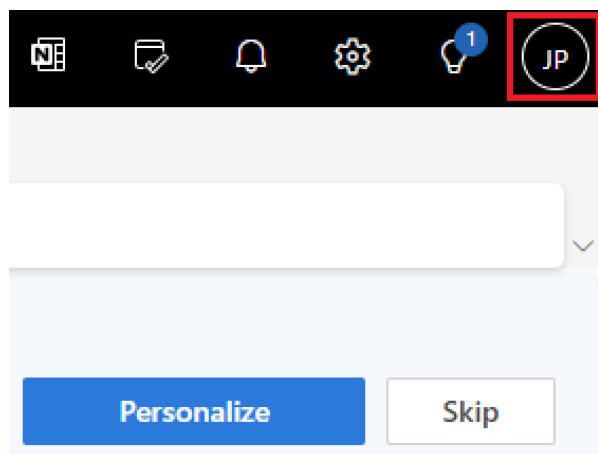
Please login using the syntax <your NetID@tudelft.nl> and your password. Do not use your e-mail address.

Step 5: You are now logged in.

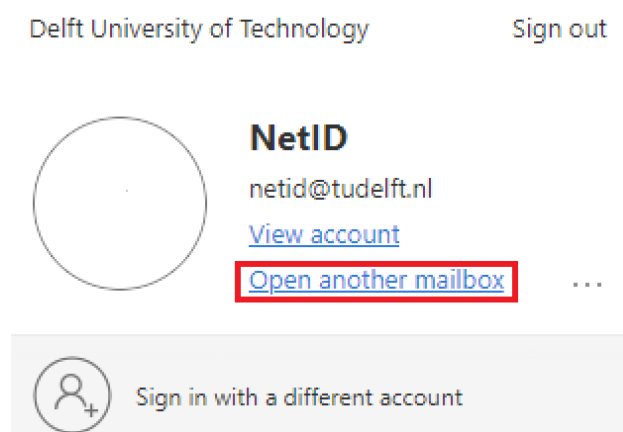


1.2 Linking a functional mailbox.

Stap 1. Klik op het icoon rechts bovenaan de pagina.



Step 2. Click on "Open another mailbox".



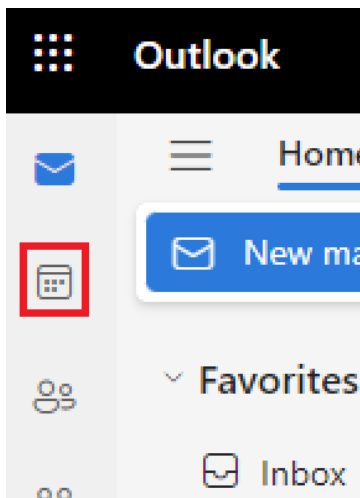
Step 3: Enter the name of the mailbox and click on "Open".

Open another mailbox

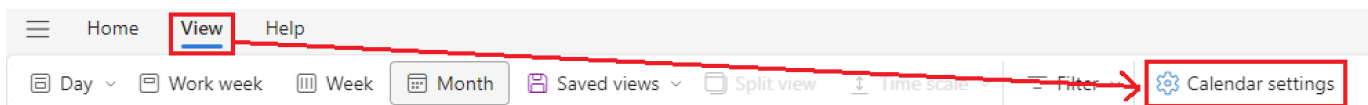
Step 4. A new page with the mailbox will now open.

1.3 Publish calendar information.

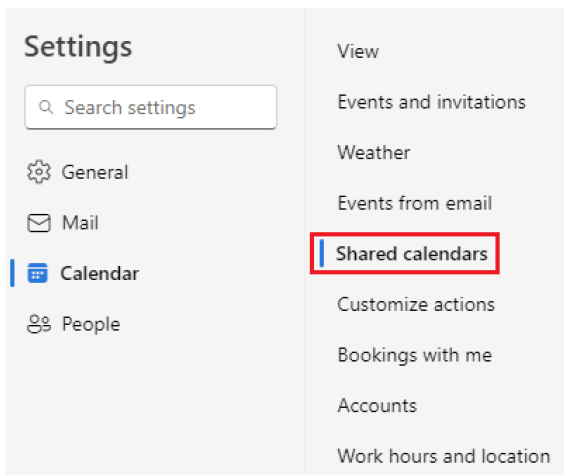
Step 1. Open the calendar by clicking on the calendar icon.



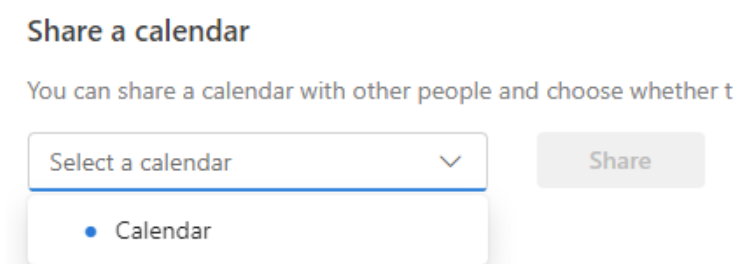
Step 2. Click on "View" and then on "Calendar settings"



Step 3. Click on "Shared calendars".



Step 4. Select the calendar you want to share and click on "Share".



Step 5. Enter the name or email address of the person you want to share the calendar with.

Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

E emailadres@tudelft.nl
emailadres@tudelft.nl

Can view all details

Share

Step 6: Click on the drop-down menu and set the permissions. Then click on "Share".

Can view all details

Can view when I'm busy

Can view titles and locations

Can view all details

Share