

# Email for students

## Setup instructions



### Access your mailbox



1. Open a browser and go to **<https://outlook.office.com>**.
2. Sign in using your **studentnumber@myuct.ac.za** and your UCT password.
3. Your mailbox opens.



### Outlook for mobile

Outlook for mobile is also available for free via the Google Play or Apple App Store.

### Access OneDrive



1. Navigate to **<http://portal.office.com/>** and enter your **studentnumber@myuct.ac.za** in the username field.
2. Leave the password field blank and click **Sign In**.
3. Enter your UCT student number and password in the respective fields and click **Sign In**.
4. Click **OneDrive** to access your online storage.

For more detailed steps to setting up your email, please visit **[icts.uct.ac.za](https://icts.uct.ac.za)** and search for **email for students**.