Students at Sohar University have email accounts at students.su.edu.om domain. Each student has a student id which is the email account too, so for example if your student id is 111999 then your email account is 111999@students.su.edu.om

These emails are created to be used as formal communication media between students and university, therefore all students requested to open these email frequently as it may contain emails that seriously affecting your academic progress.

You can find below the most important information that enable you to work with Sohar university email system.

- **How to open your student’s email from SU website**
- **How to open your student’s email from SU Portal**
- **How to open your student’s email from any internet browser**
- **How to configure your student’s email on Microsoft outlook**
- **How to configure your student’s email on your smartphone**

**Open email from Sohar University website**

Opening student’s email can be done through different ways, one of the most simple ways is to open it from the website of Sohar University, to do that Just open [www.su.edu.om](http://www.su.edu.om)

- Select Webmail→ Students Email as shown in Figure. 1 below
Figure 1

- A screen like that shown in Fig 2 will be open, enter your email account and password and click on **Sign in** button.

Figure 2

- When you click on Sign in button, a screen as shown in Figure 3 will open and you can use your email.
To get help, you can click on the “?” on the top right side of the screen.

**How to open your student’s email from SU Portal**

If you are using the intranet (Network inside Sohar University), then you can use the SU portal to open your student email, as follows:

- Open the Microsoft Internet browser and a screen as shown in Figure 4 will open.

  - If the above screen not open, then just open any internet browser and enter in the URL line the following: [http://su-web/mysu](http://su-web/ mysu)
  - Click on Students Login Button and a screen like that shown in Figure 5 will open.
Select “My Email “as shown in Figure 5, left side and continue as described in the first paragraph.

Open Email from Internet Browser
- Open any Internet browser and enter in the URL line the following: https://outlook.office365.com/owa
- Enter your email address and password as explained in previous paragraphs.

How to configure your student’s email on Microsoft outlook
Microsoft is providing a very useful tool to manage your emails, which is Microsoft outlook. Using this tool you can send, receive and keep a cold copy of your email to access at any moment. In addition this tool will provide you with the ability to archive all emails and use it even when you are not connected to the internet.
You can find below simple steps to configure your student email on Microsoft outlook at your PC or laptop.

- Open Microsoft Outlook from the Menu of your computer – Start → all programs → Microsoft office → Microsoft Outlook
- A screen like that shown in Figure 6 will open.
• Click on Next Button
• Screen shown in figure 7 will open, Select “Yes” option and click on “Next” Button

Figure 7
• Screen shown in Figure 8 will open, fill the following fields based on your own email information
- Fill your name in the field “Your Name”
- In the “Email Address” filed, enter your email address which should be in the format of Studentid@students.su.edu.om
- Enter your password in the “Password” and “Retype Password” fields. This password is the one you use to log into the computers of Sohar University
- Click on “Next” button

• Wait few minutes till it identifies your account and connect your outlook to your email account, as shown in figure 9 below.

Click on Finish button and outlook will open, where you can find all your received emails in “Inbox” folder and your sent emails in “Sent” folder. See figure 10 as an example.
Configure your email on Smart Phone

Configuration of email account on smart phones differs a little bit between various version and operating systems, but in general it will follow similar steps as below (Android OS).

- Go to email settings (setup)
- Select “add account” option which could be sometime represented by “+” sign
- You will have 2 fields in the first field enter the email address in the format of studentid@students.su.edu.om for example 103000@students.su.edu.om, in the second field enter the password and click on “Next” field.
- A new screen appear with three options as below
  - Pop3 account
  - IMAP account
  - Microsoft Exchange ActiveSync.

Select the third “Microsoft Exchange ActiveSync”, a message will appear “Retrieving account information..”.

- A message “Server outlook.office365.com must be able to remotely control some security features on your device. Continue?” will appear, Select “OK”
- New screen will appear with many options, please select “Next”
- A message will appear which indicate that account is setup, just click “Done” button

Prepared by ITS Sohar University