Get Ready

In SFU Connect
connect.sfu.ca

SFU Mail is coming! All students will transition on August 18, 2018. This section will help you prepare for the transition to SFU Mail. Each step is optional; you can skip items that do not apply to you.

Trash and Junk Folders
The contents in the Trash and Junk folders will not be migrated to SFU Mail. Check to ensure that there are no important messages stored in them.

Transfer files from Briefcase to SFU Vault
Move your Briefcase files to SFU Vault, vault.sfu.ca, as the Briefcase will not be available in SFU Mail.

Bookmark the Student page
If you access links through the MySFU tab, bookmark this URL instead: www.sfu.ca/dashboard/students.html, as the MySFU tab will not be available in SFU Mail.

Verify your sender ("from") address
Your sender address in SFU Mail is controlled by the Preferred Email Address setting in SFU Directory. Verify that it’s the correct address at www.sfu.ca/sfuds by clicking [Edit My Entry].

Get Started

In SFU Mail
mail.sfu.ca

Use SFU Mail
Sign into your new SFU Mail account at mail.sfu.ca.

Set up email forwarding (Redirect)
If you currently forward your email from SFU Connect to a different account (e.g., Gmail), you will need to set this up again in SFU Mail.

1. Click the gear icon > Options > Mail > Automatic Processing > Inbox and sweep rules.

2. Click “+” to create a new rule with the conditions [Apply to all messages] and ‘Redirect the message to...’. Enter the email address you would like to forward all incoming messages to and click OK. Click Save to finish.

Mobile Applications
You can connect to SFU Mail by setting up your native mail application on your iPhone, Android, or tablet device.

For more information, visit www.sfu.ca/sfumail/get-started.

What’s New in SFU Mail?
In the Outlook Web App (OWA)

The “Pin” feature allows you to keep a message at the top of your email folder.

Personalize your SFU Mail account with a profile photo that can be viewed by other SFU users.

Navigate a clean and modern interface, featuring a variety of themes.

Edit Microsoft Office documents directly in OWA.
Outlook Web App (OWA): Mail Interface

1. **Waffle Menu**: Access the modules: Mail, Calendar, People, Tasks
2. **Alerts**: Access new mail, calendar, and task notifications
3. **Settings**: Access quick settings, change theme, or options
4. **Profile**: Change profile photo, open another mailbox, or log out
5. **Search Bar**: Search mail folders and contacts
6. **Mail Folder List**: Access personal and shared mail folders
7. **Feature Ribbon**: Access quick features to manage mail
8. **Filter**: Filter messages and manage how your mail is displayed and sorted

Outlook Web App (OWA): Calendar Interface

1. **Search Bar**: Search calendars
2. **Feature Ribbon**: Access quick features to manage calendar
3. **Mini Calendar**: Navigate within and between months quickly
4. **Overlay Calendars**: View multiple calendars overlaid
5. **Calendar View**: Choose how to view calendars
6. **Calendar List**: Personal and shared calendars listed here