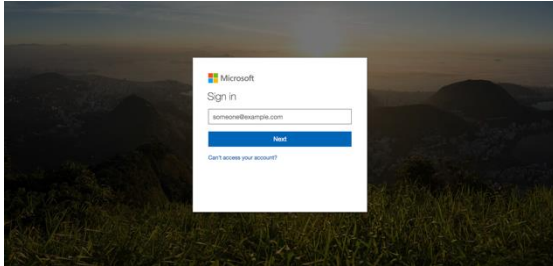# Nexus365
Getting Started Guide

**Helping you to access your emails and calendar quickly and easily.**

Accessing Nexus365 via the internet
The quickest way to get access to your email and calendar on the first day is via the web.

1. Open any **web browser**

2. Navigate to https://outlook.office.com

3. Enter your **Oxford Username** with the suffix **@OX.AC.UK** (**making sure it is capitalised**). For example, this will be of the form abcd1234@OX.AC.UK. No password is required at this stage. This will redirect you to the standard University of Oxford webauth login screen:
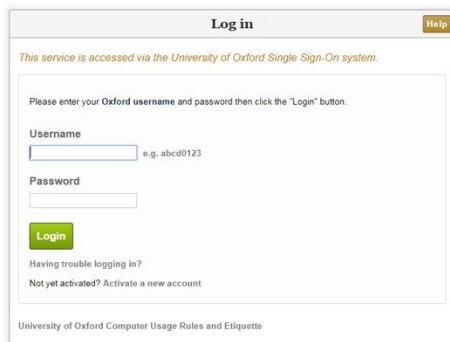
If you need help with your Oxford Username and understanding SSO (Single Sign-On) please visit http://help.it.ox.ac.uk/webauth/oxfordusername

4. Log in with your SSO (Single Sign-On) username and password as usual. If it is the first time you are logging into Nexus365 you will be prompted to enter a language and time zone into a pop-up box. Select those most appropriate to you and click **Save.** You will now be taken directly to your email.

5. To see your **calendar** and **contacts**, click the relevant icon on the bottom left of your screen:
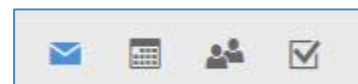
Or to access these and other Nexus365 functionality available to you click the app launcher ('waffle' icon) in the top left of your screen:
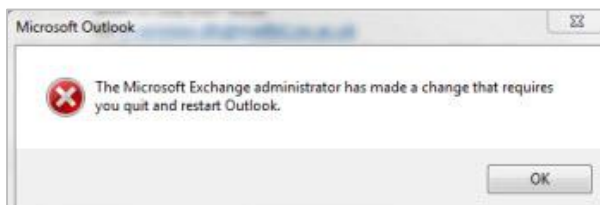
Accessing your email via Outlook

If you want to access your email via Outlook on any device, follow these instructions.

1. Open **Outlook**. If you see this error message, close Outlook completely and reopen it.

2. **Log in** and **change your username**:

Your password is the same as before.

Your new username will be YourOxfordUsername @OX.AC.UK (the OX.AC.UK **must always be capitalised!**)

If you need help with your Oxford Username, please visit:
https://help.it.ox.ac.uk/webauth/oxfordusername

3. Outlook will look very similar to what you used to. There might be a delay between signing in and your email account being available. If this happens, please check you have signed in correctly. You might also receive repeated requests to sign in. Please keep signing in, each request is for a mailbox to which you have access. In the meantime, you can access your email via the web (see over).

Accessing your email on other clients and devices

If you're accessing email on other clients, such as mobile devices, you will need to change your settings. For instructions on how to do this specifically for your device visit
https://help.it.ox.ac.uk/nexus365/accessing-nexus365-emails

There are many ways to access and use Nexus365. This document is intended as a quick getting started guide only. If you require more help please contact your local IT Support Staff or the central Service Desk via:

http://help.it.ox.ac.uk/nexus365/

(01865 6) 12345