SPEARS
SCHOOL OF BUSINESS

Outlook Overview

Office 365 for Business at OSU provides an updated version of the Outlook you've always used on your computer as well as a simplified version of Outlook you can use in a web browser on any computer or device with internet access.

One example of a time you might want to access your email in a web browser include using a family member's computer to check your OSU while visiting family over the weekend. Accessing your email in a browser means you do not have to try to install an application on someone else's computer. Closing the browser completely logs you out of your email to keep your email secure.

Web Access

To access your email from any device with internet access, go to

cowboymail.okstate.edu in a web browser. This is the same portal you use to access your OneDrive and online versions of Office applications. Login using your Okey credentials. You should be taken directly to your online OSU email inbox.

If you would like to review how to navigate your online email inbox, visit Welcome to Outlook.

Outlook Email Archives

You can set email archive policies for your entire archive or for specific folders within your archive.

To set archive policies for a specific folder, such as Junk mail, select the folder in your computer's Outlook application. Then, from the menu at the top of Outlook, select Assign Policy. You can then customize how long junk mail should be kept in the archive before being deleted. If you never want the emails in a folder to be deleted, select Never Delete.