SharkMail

How To Use SharkMail

When you enter NSU SharkLink and click the SharkMail icon, you should be automatically logged into the Outlook Web App. You can also log directly in at Outlook.com or SharkMail.nova.edu; the tools will be the same. Most of the information included in this section is taken from the Microsoft help materials for the Outlook Web App, and several links on this page will take you to more detailed information there.

Please Note: SharkMail requires the use of javascript. If you are unable to load your email, please verify that you have javascript enabled on your computer or other mobile device. For more about JavaScript, see the Enabling JavaScript link in the navigation section of this page.

Help Videos

Microsoft offers many short instructional videos to help you get set up and explore common tasks in the Outlook Web App. To access this video library, simply visit Outlook Web App Help Videos.

Managing Mail

Microsoft Outlook Email Help offers details on most basic mail tasks such as creating, deleting and formatting messages. You will also find information on how to manage your address book, setting up inbox rules, and options for dealing with junk email.

Folders

Organize your email into folders to help keep records of important correspondence. For more on creating and managing folders, visit Outlook Email Folders.

Favorites

Favorites allow you to designate shortcuts to the mail folders you use most often. To learn how to add, arrange, and remove these favorites, visit Outlook Email Favorites.

Inbox Rules

Inbox Rules help you to sort your email into folders based on elements like sender, title, or importance. To learn how to best utilize these, visit Outlook Email Inbox Rules.

Signatures

Signatures allow you to customize your responses with your contact information or other details at the end

of each message to save you time typing it out for each recipient. To learn more about this option, visit [Outlook: Add a Signature](#).

Conversation View

Outlook's Conversation View option helps you keep track of ongoing email exchanges, even if they are sorted into different folders. To learn how to enable and manage this feature, visit [Outlook: Learn About Conversations](#).