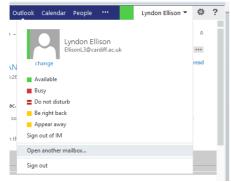
Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Accessing Functional Mail Accounts

- 1. Log on to your university email account.
- 2. Click on your name and select Open another mailbox....



3. Start typing your club/society name. If you have accessed this before it will appear in the drop down, if you haven't you will need to click on Search Contacts and Directory.



4. Select the account and click *Open*. This will open a new window, so if you have a pop up blocker check that it allows this pop up.



