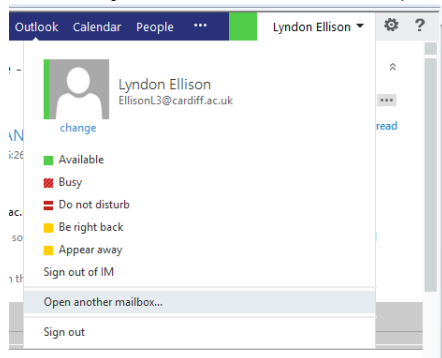# Cardiff University Students' Union
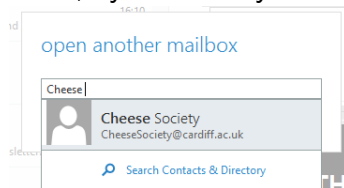## Undeb Myfyrwyr Prifysgol Caerdydd
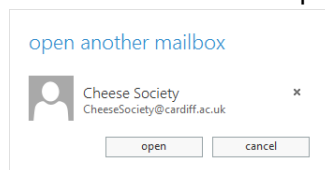
Accessing Functional Mail Accounts

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.

5. The first time you access the account you will be asked to set the language and time zone.