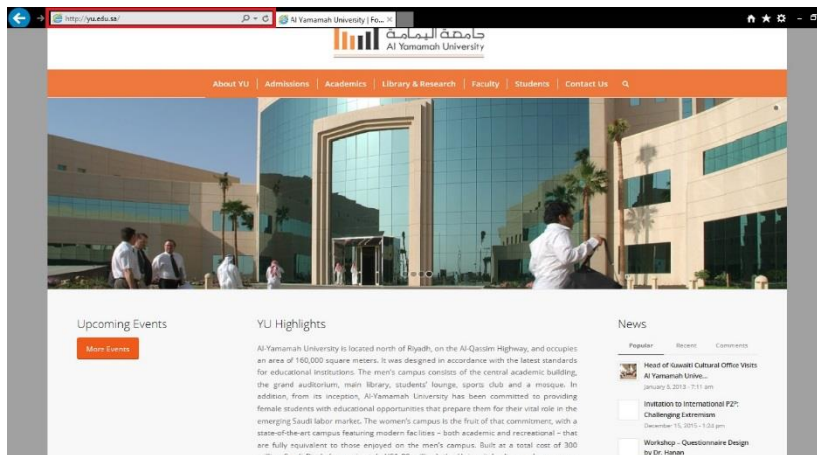
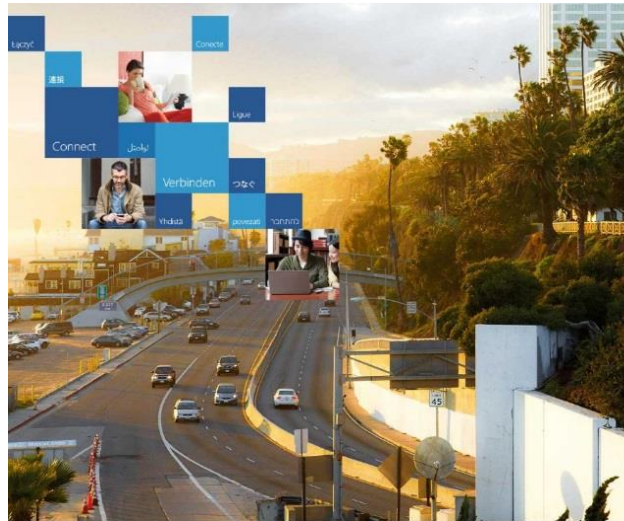


Steps on How To Access Student E-mail Account

- You have been given a temporary password to log in to your e-mail account for the first time. The password can only be used one-time.
- To access your university Email account, go to from your browser to:
 - www.yu.edu.sa ← YU website and click on E-mail





Office 365

Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.

Update password and sign in



After filling out all of the empty boxes,
you will get signed into your account
automatically.

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➤ Now you need to choose your preferred language and time zone:



➤ Your email is ready now to be used:

The screenshot shows the Outlook interface with the following details:

- Header:** Office 365 Outlook, Search Mail and People, New | v, Undo.
- Left Navigation Panel:** Folders (Clutter 1, More), Groups (New, Groups give teams a shared space for email, documents, and scheduling events, Discover, Create).
- Inbox List:**
 - Sunday:**
 - Deanship of Admission & Re... (إقامة التسجيل الخيري للتوعية بحرمي السرطان) Sun 3:37 PM
 - Deanship of Admission & Re... (Mission Statement Al Yamamah University provides a... the name of the university) Sun 12:18 PM
 - Deanship of Admission & Re... (لائحة تسجيل المقررات الأكاديمية) Sun 12:10 PM
 - Deanship of Admission & Re... (الطلاب الحاصلين على أعلى الدرجات) Sun 1/31
 - Last week:**
 - Deanship of Admission & Re... (ID card) Mon 1/25
 - Deanship of Admission & Re... (reminder لائحة ضبط السجلات) Mon 1/25
 - Deanship of Admission & Re... (reminder قيد سلاسل الترخيص) Mon 1/25

now you have successfully logged in your YU e-mail for the first time.

you can now use this email to handle all of your university business and its the official way of communication inside al Yamamah University