## **AIUB Student Email System**

Please follow the steps below to activate your **10 GB** student mail.

**Step 1**: Open web browser and type <u>http://mail.student.aiub.edu</u> **OR** <u>http://outlook.com</u>. It will redirect you to *Outlook Live* Login Page.

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**Step 2:** Enter your Email Address in Windows Live ID field and Password in Password field. *You can find initial login password for email at your student page after logging in to VUES.* 



Step 3: Change Time zone and Click Ok.

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## Step 4: Click 'Options' link



Step 5: Now Click 'Change your password' link.

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**Step 6:** Enter current password in the new window if prompted.

Step 7: Enter	r your <b>Birth ye</b>	ar, Country/region	and Click '	l accept'	button.
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**Step 8:** Now under Password reset information, click 'Change' to change your current password.

Step 9: Now type Old Password, Type new password, Retype new password and finally Click 'Save'.

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**Step 10:** You may now click 'My Mail' link to go to your inbox.

You are all set! Enjoy mailing!

To Access your 25 GB SkyDrive (Online Storage) Click on 'SkyDrive' link under 'More'

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If you face any problem in setting up your student mail, just drop an email to: <u>supportdesk@student.aiub.edu</u> from any of your valid email address. You will receive an email indicating the resolution of the problem shortly.