How do you get started with your ASU e-mail?

Dear student, your ASU e-mail ID is:

YourID@student.asu.edu.bh

• Step 1: click on http://www.asu.edu.bh
• Step 2: Go to MyASU → Student Portal
• Step 3: find out Webmail logo (looks like), Hit on Click Here to Login. It opens new a page for you.
• Step 4: Put ID: YourID@student.asu.edu.bh

Example: 201100114400@student.asu.edu.bh

Password: (Given Password from Your Dept.)
• Click on Sign In
• System asks you to change password

Hint: The password should be at least eight characters long. To make it stronger, use at least one upper and one lower case letter, a number and a symbol like @! * # $.

Once Login Successfully system ask you Language & Time zone. (This is only for First time)
• You Done..!!! Just click on Outlook located on Right top corner & Enjoy Services.

Who We Are:
The ICT & KM directorate in ASU, try to provide each employee and student with the latest e-services, one of the important services is the e-mail account that ASU provided with Microsoft support.

Contact ICT & KM:
Phone: 16036-209 or 110
Email: ictkm@asu.edu.bh
Web: http://www.asu.edu.bh/
After your first login to the e-mail through the web you can configure it on your smart device.

How to configure your ASU e-mail on your phone?

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.
2. Tap **Microsoft Exchange**.
3. Enter the information requested in the **Email**, **Username**, and **Password** boxes. (for example, **ID@student.asu.edu.bh**).
4. Tap **Next** on the upper-right corner of the screen.
5. If your phone can’t find your settings, enter Exchange ActiveSync server with outlook.office365.com then click **Save**.

How to configure your ASU e-mail on your Android device?

1. From the **Applications** menu, select **Email**. Type your full e-mail address, for example **ID@student.asu.edu.bh**, and your password, and then select **Next**.
2. Select **Exchange account**.
3. Enter the following account information and select **Next**.
4. Exchange Server with **outlook.office365.com**
5. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others.
6. Select **Done** to complete the e-mail setup and start using your account.

ICT & KM Other Students E-Services:
- E-library. [http://library.asu.edu.bh](http://library.asu.edu.bh)
- Microsoft DreamSpark for CS & MIS students only. [http://e5.onthehub.com](http://e5.onthehub.com)

ICT & KM Agreements:
- Microsoft Office 365.
- Microsoft Volume Licensing Agreement.
- Microsoft DreamSpark (Standard)
- Microsoft SharePoint.
- Microsoft IT Academic for CS program.
- IBM Software for Educational Institutes (SPSS Software).
- ESET Secure Business for security.
- Monkey Survey for data collection and analysis.

ICT & KM Future Applications:
- Student E-payment gate
- ASU Application for smart devices.
- E-card Multi use in ASU campus.

ICT & KM Students Supports:
- Hardware Maintenance.
- Software insulation and fixing.
- Student’s consultants.