Login to IBS Email

- IBS provides email to its students and staff. The email is used for communication. Most of the email critical notifications from IBS Moodle and other IBS portals go to your IBS email inbox.

Roles

- All authorized users granted with email address.

Pre-condition

1. You must have secured a valid username and password from ICT Department.
2. You must login first to IBS computer at IBS premises. For new IBS staff consult ICT. For students, consult a DL officer to perform this.
3. A browser installed in the user's computer.

General Notes

1. The username convention is firstname.lastname eg. For example John Doe, his username is john.doe@students.ibs.ac.pg if he is a student. John.doe@ibs.ac.pg if he is a staff.
2. Default password must be changed. For online students, consult a DL officer regarding this.
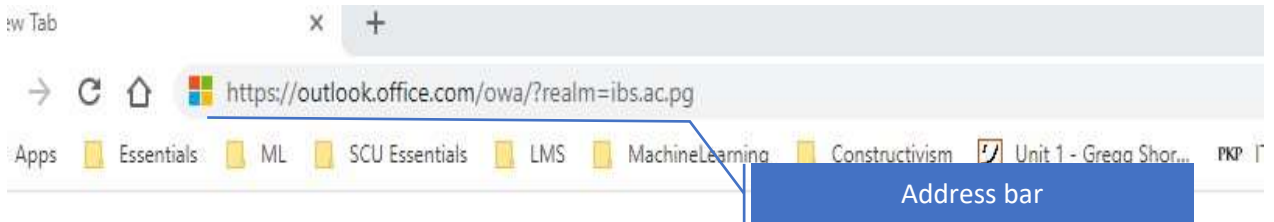
Procedure

1. Open internet browser
   a. Find the browser icon in your computer.
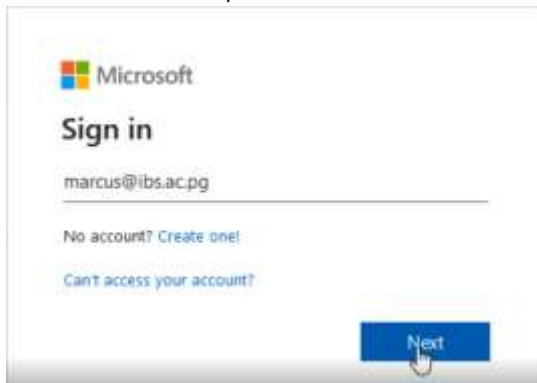   b. Double click the browser icon or right click then select Open.

2. Enter IBS Email portal.
   a. In the address bar type https://outlook.office.com/owa/?realm=ibs.ac.pg, then press enter.
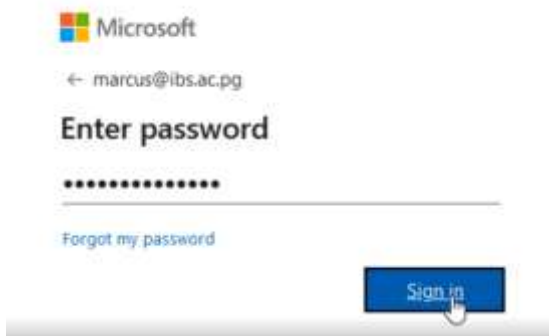

Login to IBS Email
   a. Enter username, then click Next

   b. Enter password, then click Sign in.

   c. Respond on other choices based on your preference.

Outcome

You're in your IBS Email inbox.

If you see this window rather than your inbox, click on the Outlook icon.