**NTU Mail Alumni Services**

**Your NTU alumni Network and Office365 EDU Accounts**

You will be issued two accounts:

1. **NTU Network Account** – which gives you access to e-services offered by NTU for alumni.

   To activate or log in to your Network account:
   
   Username: *<AssignedToYou>*
   
   Domain: ASSOC
   
   Password: *<SelectedByYou+aCode>*

2. **Office365 EDU Account** – this is your NTU mailbox with email address @e.ntu.edu.sg. With this alumni mailbox, you can now identify yourself as the privileged alumni of NTU and keep in touch with all your fellow mates! The account details are (please refer to the letter for the code):

   Username or Sign-in ID: *<AssignedToYou>@e.ntu.edu.sg*
   
   Password: *<selectedByYou+aCode>*
   
   Email Address: *<AssignedToYou>@e.ntu.edu.sg*

Both accounts and mailbox will be deleted if you do not log on at least once a year. Your alumni account does not allow you to make use of the NTU (RAS) modem dial-up or VPN. The alumni account does not entitle you to a web folder or mysites space. Access to your previous web folder and mysites, if any, will be disabled.

**Accessing your Office365 EDU Mailbox and Services**

You may access your mailbox and LIVE services at

http://www.outlook.com/e.ntu.edu.sg

Please refer to this link

http://www.ntu.edu.sg/cits/e-mailandmessaging/live/Pages/notice.aspx governing the terms of use of the Office365 EDU Mailbox and services

To get started on using Office365 EDU, please refer to this link:

http://www.ntu.edu.sg/cits/e-mailandmessaging/live/Pages/QuickStartGuide.aspx

**Mailbox Quota**

Your mailbox size is 50GB. You will receive a warning and will not be able to send any new mail when your quota reaches 49.5GB.

If you have exceeded your mailbox quota, you will not be able to send and receive any new emails. We advise you to frequently housekeep your mailbox.

**Policy on Mass Mailing**

Spamming or mass mailing is strictly prohibited using the NTU email service. Mass mailing is a waste of resource and very inconsiderate. We will take tough actions against those who mass mail and the offender’s mailbox will be withdrawn. When you receive a mass mail, please do not reply with a mass mail. It is also a violation of our policy. When you mass mail you will be dealt with. You may forward your complaints against mass mails to servicedesk@ntu.edu.sg.

**Password Policy**

Your NTU Network Account password expires every 180 days. Changing your password is easy - just go to https://pwd.ntu.edu.sg/pwd-ssl.htm. NEVER disclose both your accounts passwords to anyone.

If you have forgotten your NTU Network Account or Office365 EDU passwords, please contact *Service Desk* for assistance. Kindly be reminded that you have the responsibility to prevent misuse of your account. Do change your account password regularly and avoid using easily guessed password like "12345678".
**NTU Mail Alumni Services**

**Alumni Email Forwarding Service (PMail)**
This mail forwarding service we offer allows you to choose your personalised email address. With this service, any email sent to your PMail address (eg. myaddress@pmail.ntu.edu.sg) will be forwarded to your personal or company mailbox (eg. 1234567@singnet.com.sg). You may apply for an email forwarding address at http://www.ntu.edu.sg/alumni.

**Alumni@NTU Online**
To learn more about the latest alumni news, services and privileges please go to the alumni website at http://www.ntu.edu.sg/alumni. You can also follow the official twitter account at http://www.twitter.com/alumnintu.

**Rules and Regulations**
Please read the do's and don'ts of the NTU account policies. Acceptable usage policies are posted at:
http://www.ntu.edu.sg/cits/securityregulations/Pages/Alumni.aspx

**Service Desk**
If you need clarification or help, you may reach Service Desk at:

- **Telephone:** 6790 4357 (HELP)
  (7am –11pm, daily including Sundays & Public Holidays)
- **Fax:** 6792 7892
- **Email:** servicedesk@ntu.edu.sg
- **Web:** http://servicedesk.ntu.edu.sg

**CITS website:** http://www.ntu.edu.sg/cits