

# NTU Mail Alumni Services

## Your NTU alumni Network and Windows LIVE Accounts

You will be issued two accounts:

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

Username: <AssignedToYou>  
Domain: ASSOC  
Password: <SelectedByYou+aCode>

**2- Windows LIVE 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 Uni mates!. The account details are (please refer to the letter for the actual values):

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 Windows LIVE Mailbox and Services

You may use any web browser to access your mailbox and LIVE services at **<http://home.live.com>**

Please refer to this link <http://www.ntu.edu.sg/cits/e-mailandmessaging/live/Pages/notice.aspx> governing the terms of use of the Windows LIVE Mailbox and services

To get started on using Windows LIVE please refer to this link <http://www.ntu.edu.sg/cits/e-mailandmessaging/live/Pages/QuickStartGuide.aspx>

## Mailbox Quota

Your mailbox size is **10GB**. You will receive a warning from the server when your quota reaches 9GB. You will not be able to send any new emails if quota is more than 9.9GB. If you have exceeded your mailbox quota you will not be able to send and receive any new emails. We advise you to frequently house keep 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 We will take tough actions against those who mass mail and the offender's mailbox will be withdrawn.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 [helpdesk@ntu.edu.sg](mailto:helpdesk@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**. We do not allow requests to change passwords via telephone or email to prevent unauthorised person(s) requesting to reset your accounts passwords.

If you have forgotten your NTU Network Account or Windows LIVE passwords please contact **\*CITS Helpdesk** 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 a PMail 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>

## 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>

## \* CITS Helpdesk Support

If you need clarification or help, you may reach the Centre for IT Services (CITS) Helpdesk.

Telephone: 6790 4357 (HELP)  
(7am –11pm, daily including)  
(Sundays & Public Holidays)

Fax: 6792 7892

Email: [helpdesk@ntu.edu.sg](mailto:helpdesk@ntu.edu.sg)

Web: <http://helpdesk.ntu.edu.sg>

CITS website: <http://www.ntu.edu.sg/cits>