

UBT

جامعة الأعمال و التكنولوجيا
UNIVERSITY OF BUSINESS AND TECHNOLOGY

Microsoft Office 365 UBT Student Email services Account Guide

General Department of IT & Telecommunication
UNIVERSITY OF BUSINESS AND TECHNOLOGY- VER1

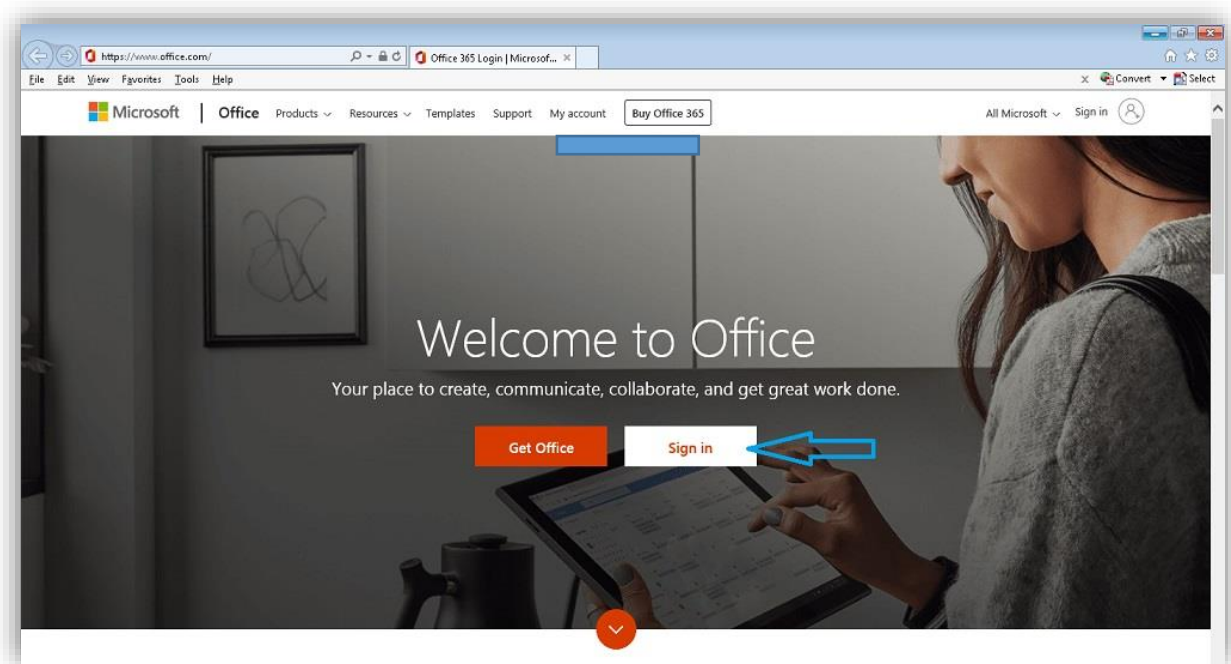
Step by step guide login to your UBT student email account

Step 1

On your browser type <https://www.office.com/>

Step 2

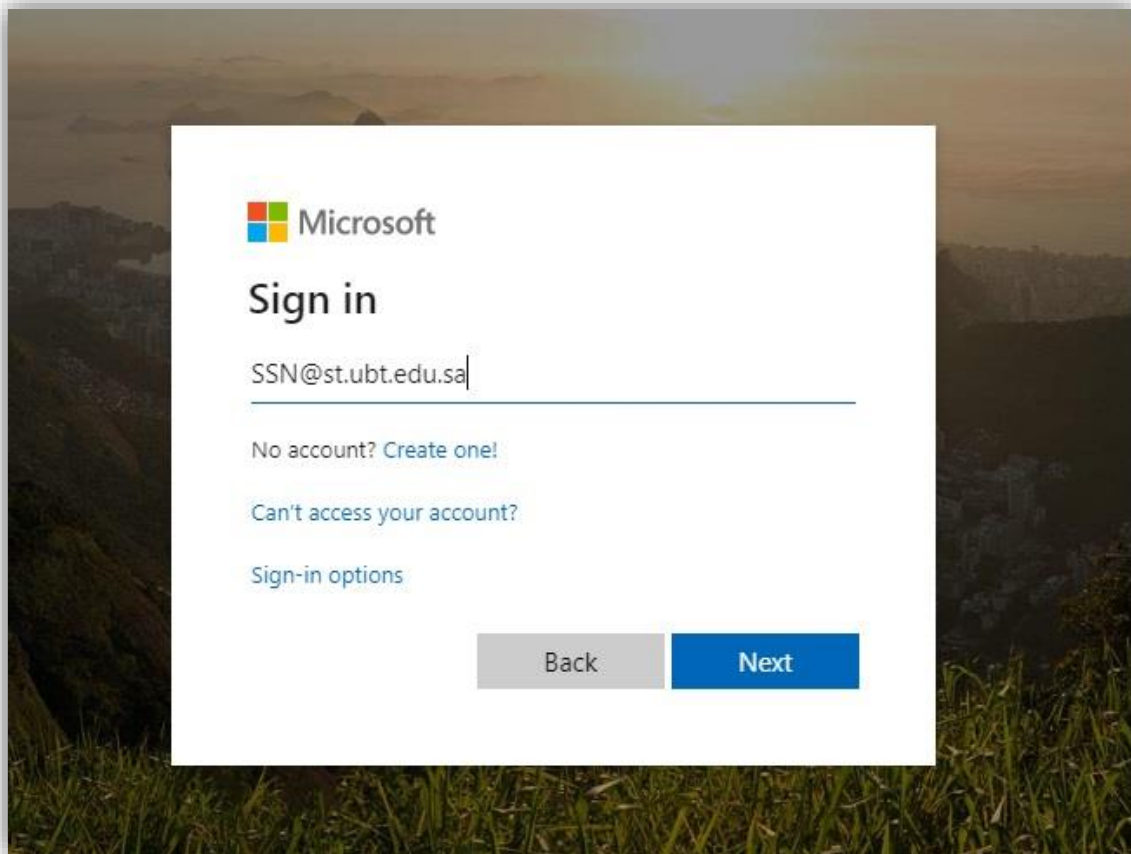
Click on sign in button to login to Microsoft Office 365 account.



Step 3

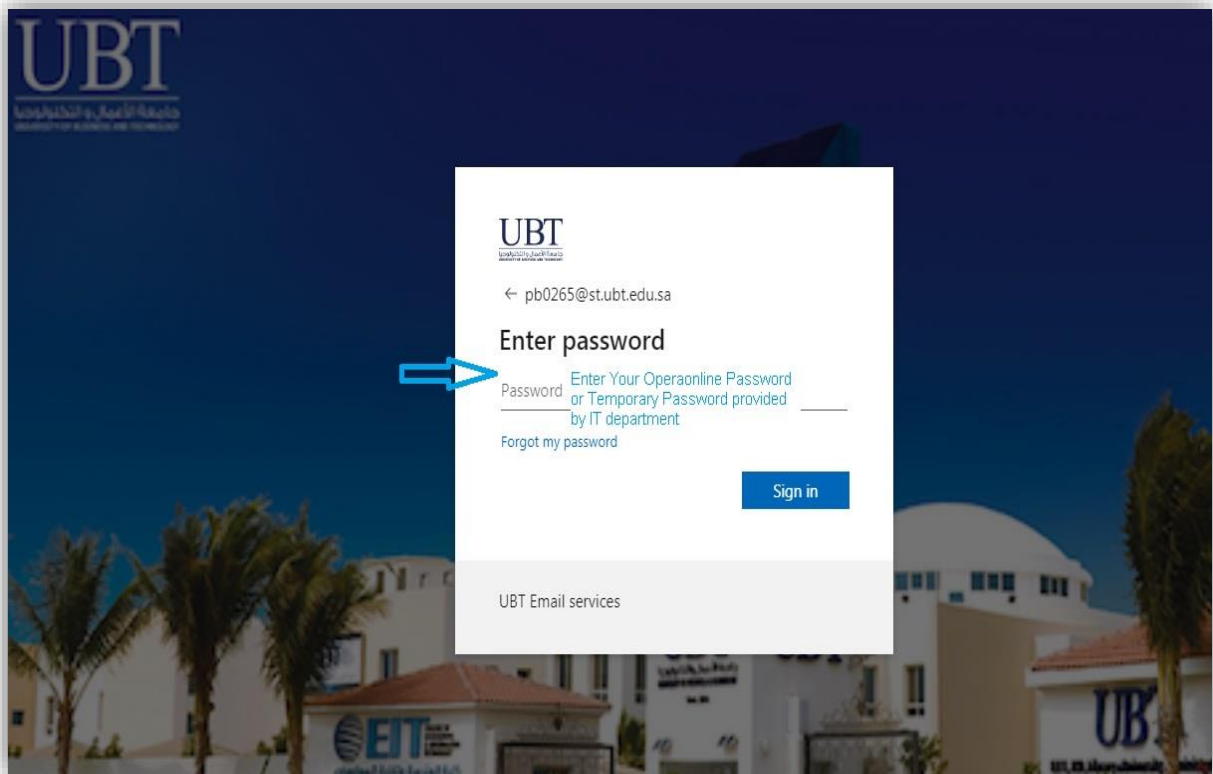
Enter your UBT student email address.

Example: SSN@st.ubt.edu.sa



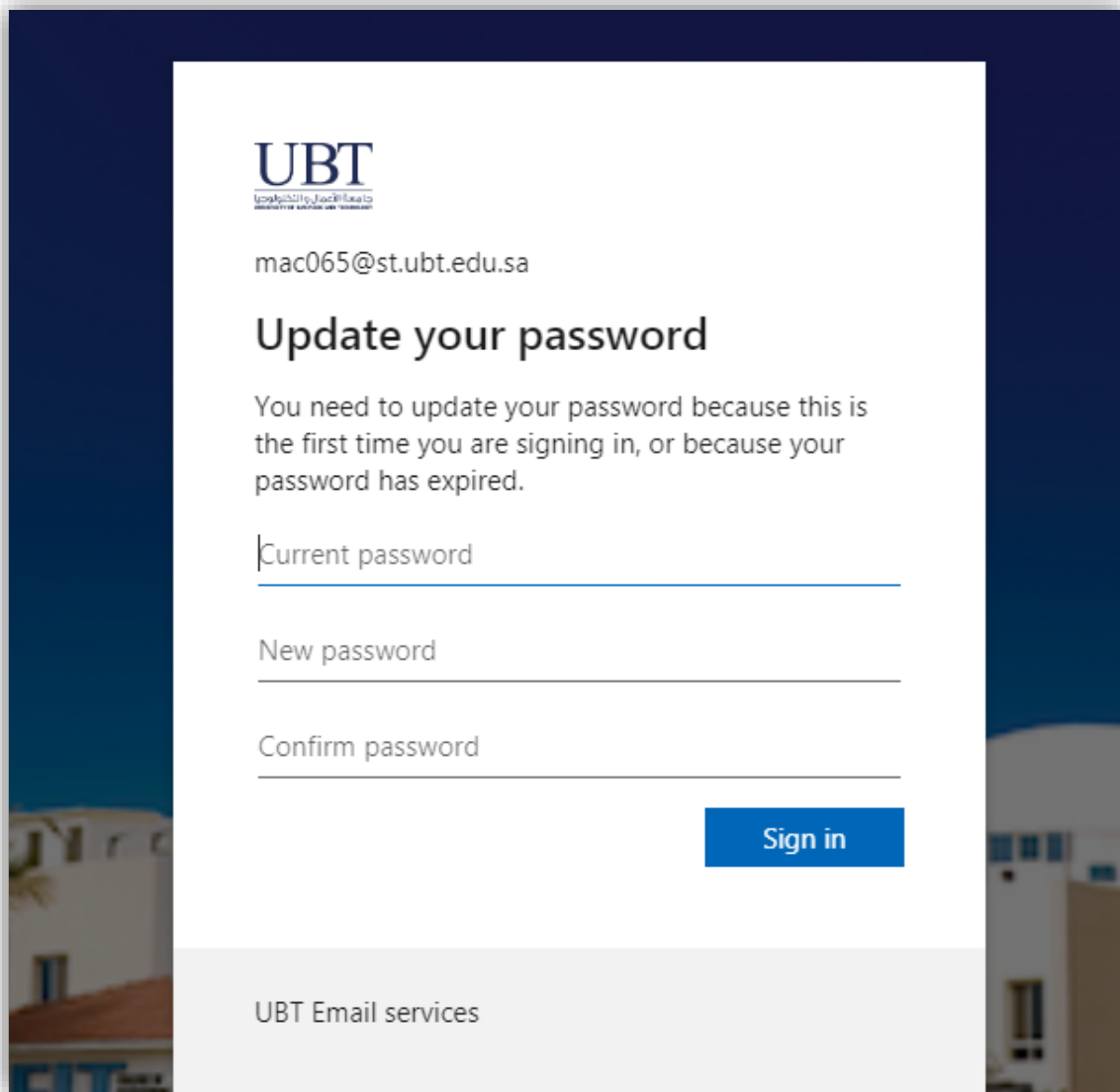
Step 4

Enter the password of your operaonline or the temporary password provided by IT department.



Step 5

If you login with temporary password
Update your password at your first logon.

A screenshot of a web page for updating a password. The page has a dark blue header and a white main content area. At the top left is the UBT logo with Arabic text below it. Below the logo is the email address 'mac065@st.ubt.edu.sa'. The main heading is 'Update your password'. Below this is a paragraph explaining that the user needs to update their password because it's their first login or the current one has expired. There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is positioned to the right of the 'Confirm password' field. At the bottom of the page, there is a grey footer with the text 'UBT Email services'. The background of the page shows a blurred image of a building.

UBT
جامعة البعث
الجامعة العراقية للعلوم والتكنولوجيا

mac065@st.ubt.edu.sa

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

UBT Email services

Step 6

In case you face problems with setting or resetting your password, or in case you forgot your password please email us at esupport@ubt.edu.sa Your email should include the following information:

1. Full Name
2. Student ID
3. Major
4. Campus
5. Mobile No.
6. Attach a copy of your student ID.

We hope this guide was found useful for you and you can always email us at the above email or call our help desk during work hours at 2159092.

THANK YOU.