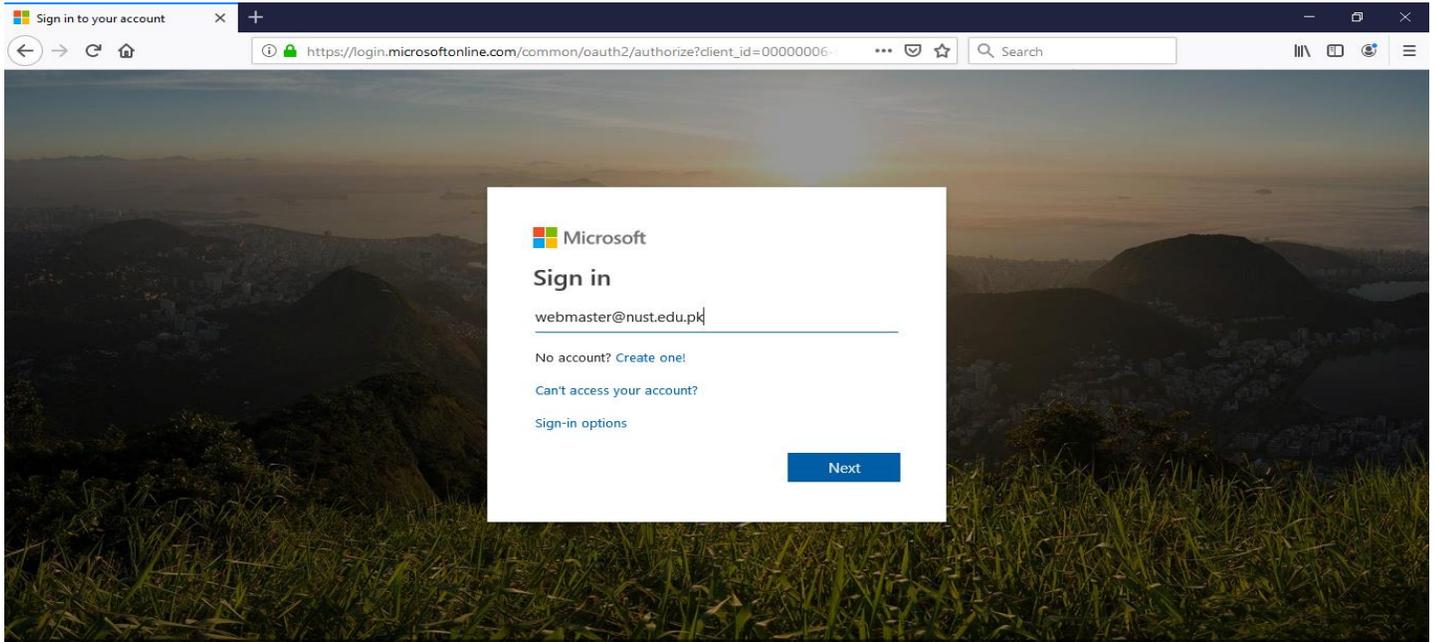
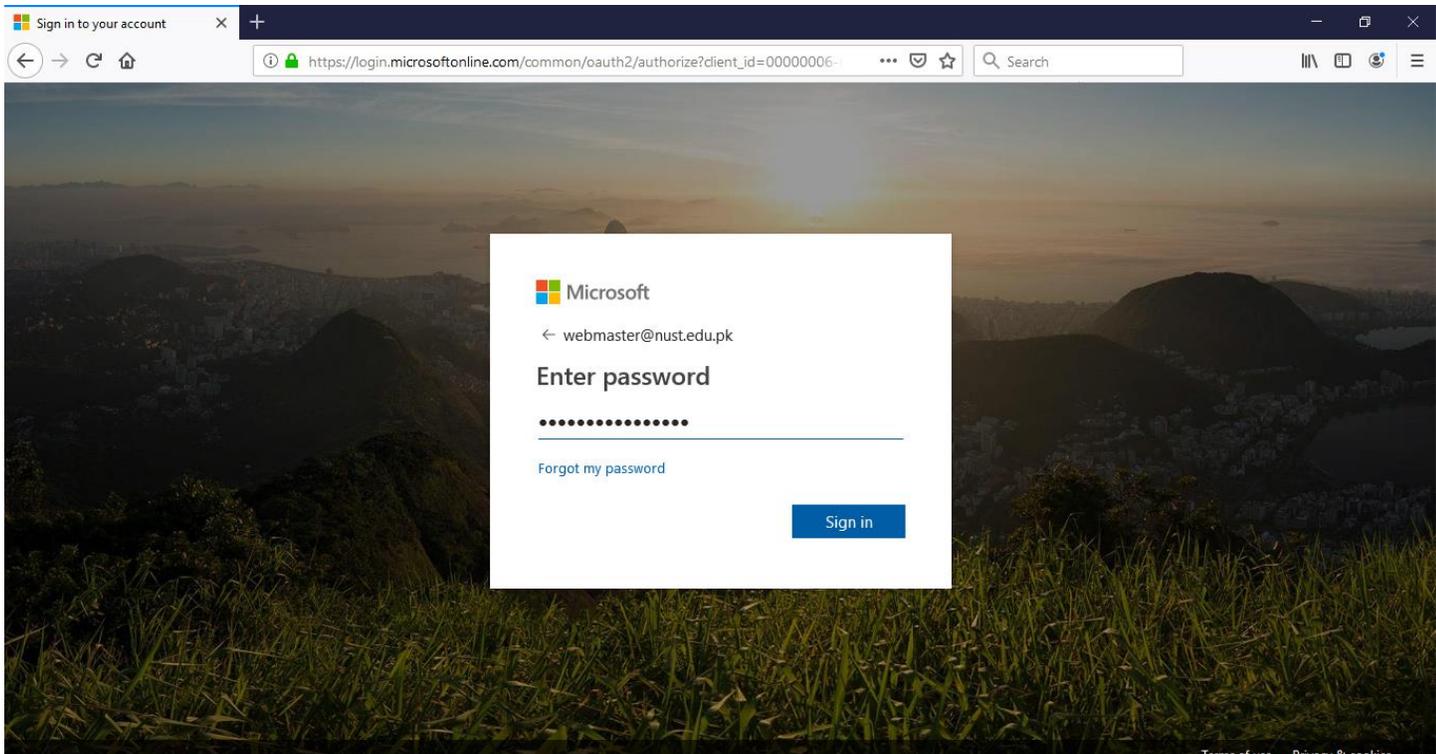


Step by Step Guide for NUST Webmail (MS-O365)

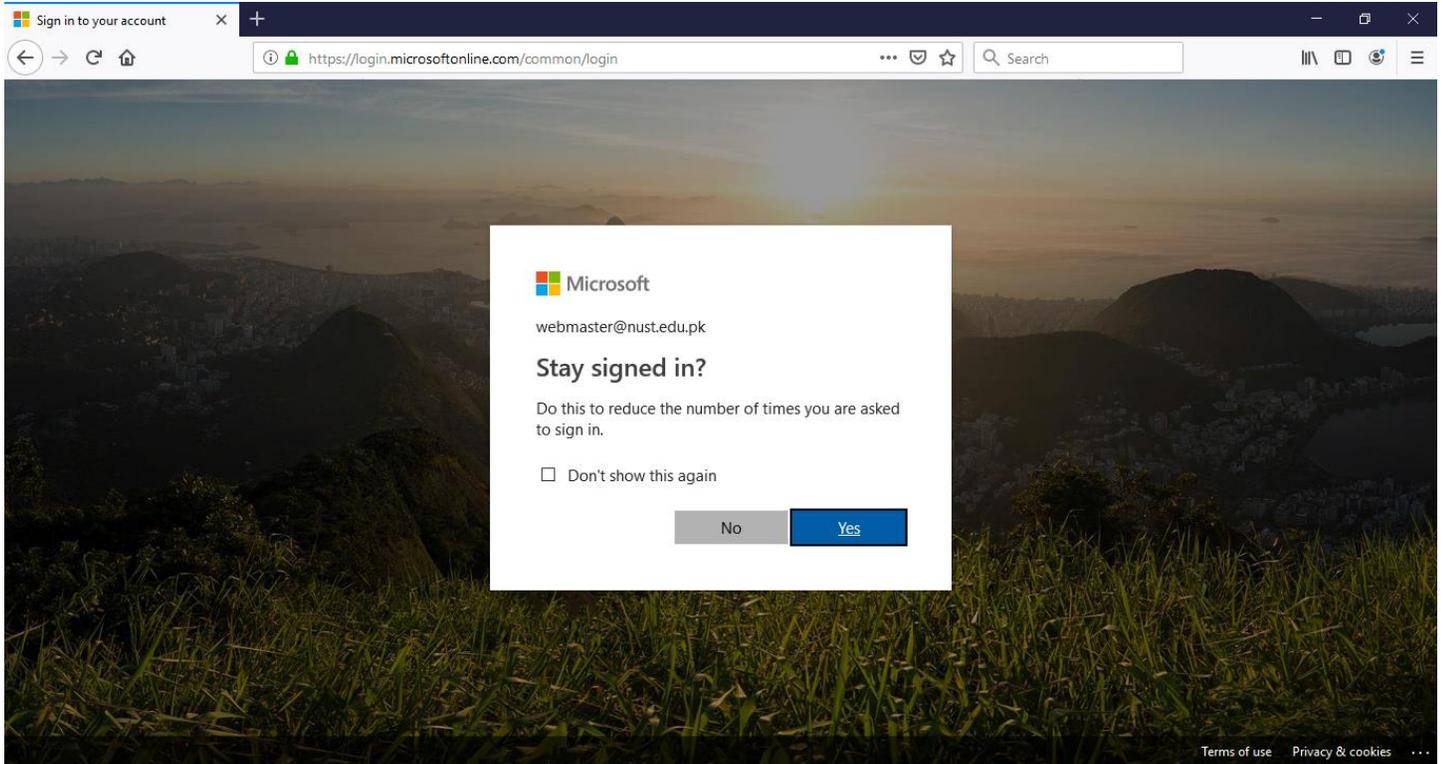
1. Open web link <https://portal.office.com>
2. Enter your existing NUST email ID and click “Next”



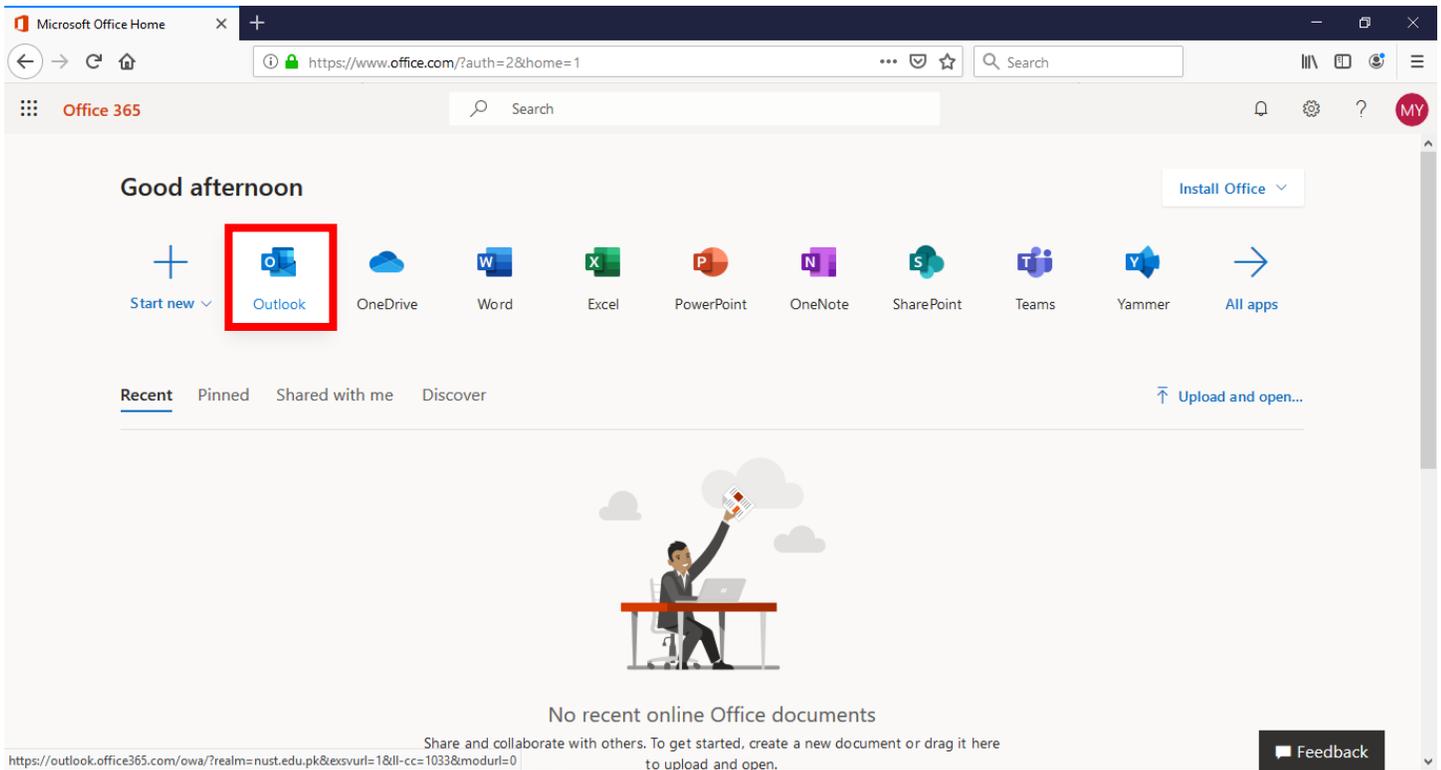
3. Enter your email password on next screen



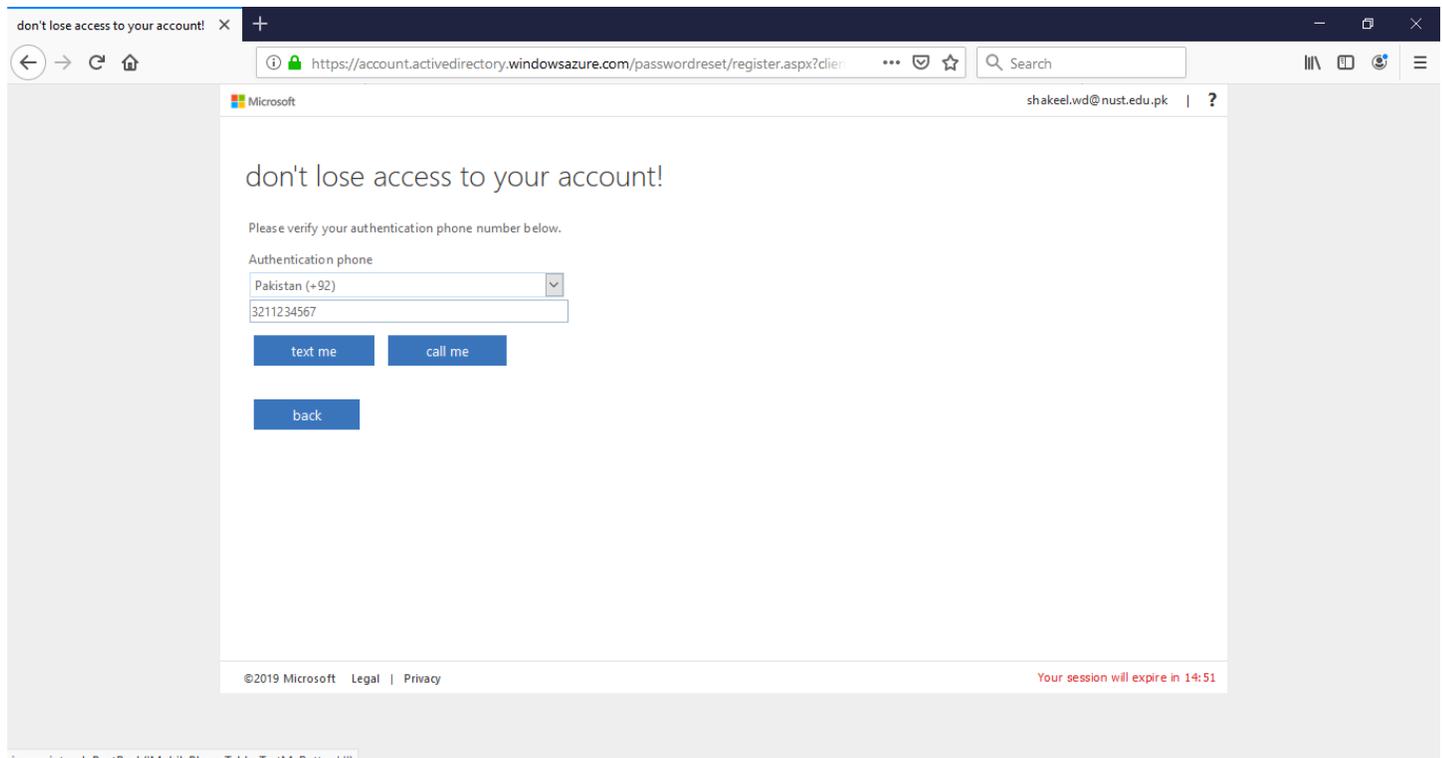
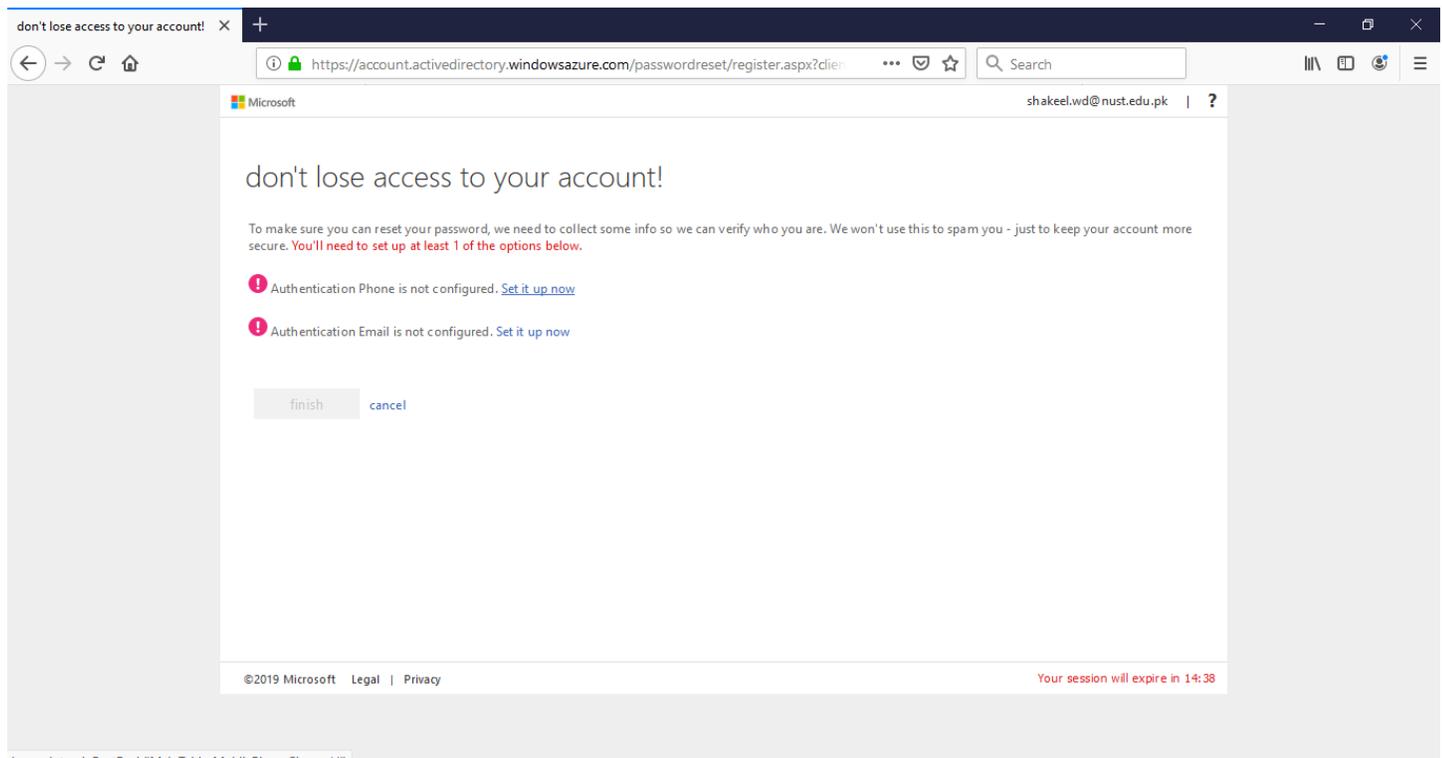
4. After “Sign in” system will ask to save your email and password for future assistance. Choose “Yes/No” as per your preference.



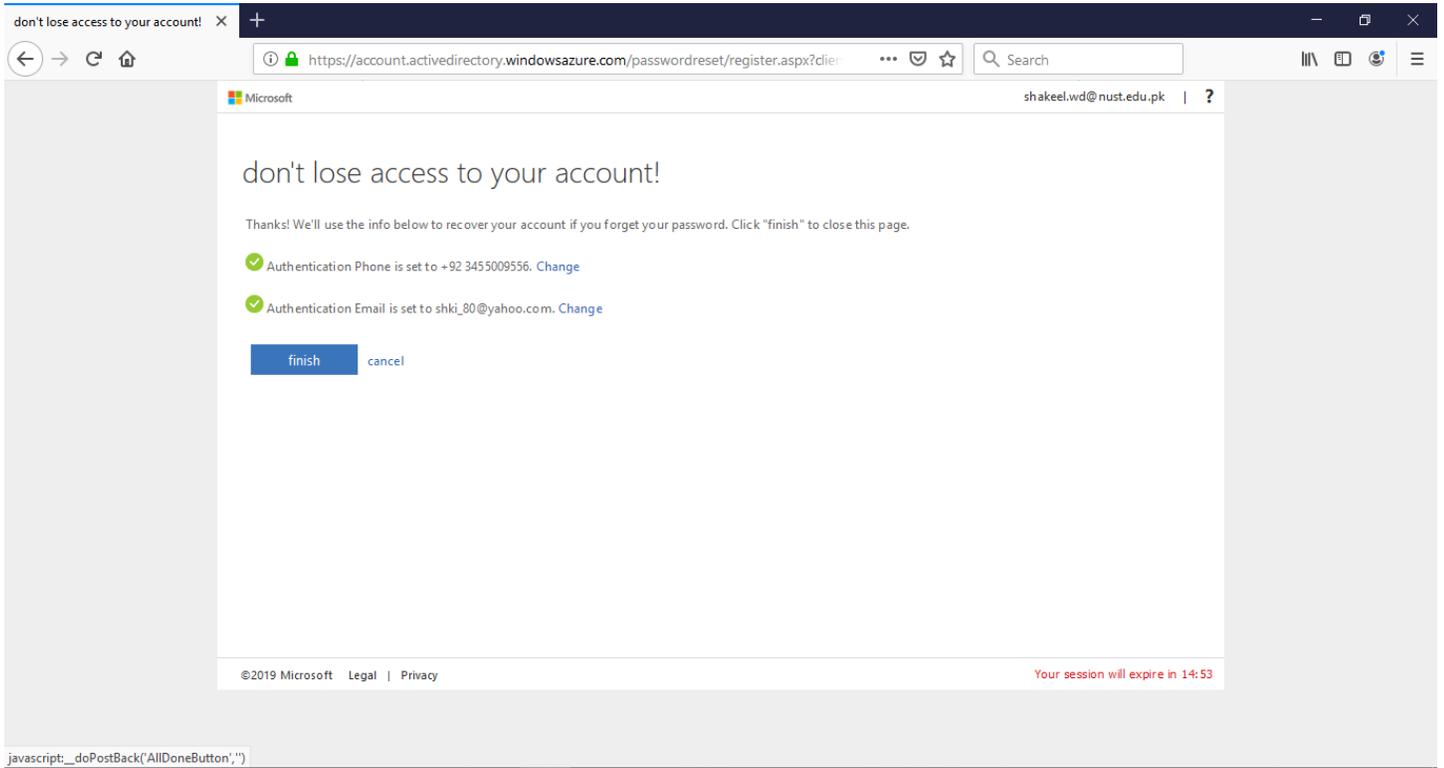
5. On successful login, System show following screen, click “Outlook” tile to proceed.



6. Upon first time login, system will ask about your Phone/ Alternate Email for future assistance. To Authenticate through Phone/Email click "Set it up now" link and follow the instructions



7. After completing authentication process, click “Finish” to access your mailbox.



8. Last Step is to save Time Zone, select “(UTC+05:00) Islamabad, Karachi” from time zone list and click “Save”

