

# **ALBA provides credit students email, document storage, and Microsoft Office through Microsoft Office 365.**

## **What is Office 365?**

Office 365 is a Microsoft cloud platform that provides services such as Outlook, Office applications, and OneDrive. Get the information you need like e-bills, announcements, financial aid updates, assignments, and other important information at your student email. It is the main source of official Academy communications. In addition to email, your Office 365 features include a 1TB OneDrive for documents, Skype for Business and many other useful applications.

## **What is my email address?**

Your primary email address is [FName.Initial.LName@alba.edu.lb](mailto:FName.Initial.LName@alba.edu.lb) e.g. pierre.a.abousleimn@alba.edu.lb.

## **What is my login and password for Office 365?**

Your login is FName.Initial.LName@alba.edu.lb (which is also your new email address). Your password for Office 365 is the same as your current Intranet ID followed by “Alba” (capital A). for example, if your Intranet ID is 20180895 then your “Email password” is: **201820895Alba**. You will be prompted to change your password at first login.

## **How do I access email?**

In <http://www.alba.edu.lb> , clicking the Webmail icon in the top right corner of the First Page will bring up a link for ALBA Office 365 login.

## **How can I access my email from a mobile device?**

Student email [can be accessed from most mobile devices](#) with your native email client. The basics are:

- Exchange mailbox type
- Login name: FName.Initial.LName@alba.edu.lb
- Your student login password

This allows you to add ALBA email directly to most smart phones and tablets.

## How do I access OneDrive?

When you log in to your student email, look for the “OneDrive” link in the toolbar at the top of the page. You may store personal documents in OneDrive, and also share them if desired. Use the built-in help menu, accessed through the “?”, for assistance with storing and sharing documents.

## How do I drag-n-drop to OneDrive, or use it on a mobile device?

OneDrive for Business can be installed on most computers and mobile devices. For more information on the OneDrive application, please visit [What is OneDrive for Business?](#)

## How can I forward or redirect my email?

Follow these [instructions](#).

## I can't find an email someone sent to my account.

Check your junk mail folder to see if it may have been diverted there.

## How do I organize my Inbox?

Microsoft provides a feature **Clutter** to help sort your email automatically. [Check it out here!](#)

You can also use the newer **Focused** inbox. In the top right of the email list, click on **Filter**, click **Show Focused Inbox** to select or deselect it. To change specific emails, right-click on the email and select **Always move to Focused inbox**.

If you are currently using the **Clutter** feature, [please click here for Microsoft article about their plans for Clutter](#).

## How do I report junk email?

The two main types of "junk" email are Phishing and Spam. [Learn more](#) about these types and what to do with them.

## Mailbox size and policies

- Mailbox size is 50GB.
- NO email retention policy.
- Student logins, along with their mailbox will be deleted if a student hasn't attended for three consecutive semesters.
- Emails are scanned for malware and spam using the Microsoft Exchange Online Protection service.

## Alumni Mailbox

- Beginning with 2016 - 2017 graduates, graduating students are able to keep their ALBA Email mailbox, including all of the contents within it, for as long as they like. This means you continue to send and receive email messages from your email address which will change to [username@alumni.alba.edu.lb](mailto:username@alumni.alba.edu.lb)  
Your mailbox storage space will still be 50 GB, and the University's spam and virus filtering service will continue to protect your email against viruses and junk messages. And best yet, all of this will happen automatically!
- For example, if you graduate at the end of June, you can continue to use your current primary student computing account just as you do now. After graduation, you will receive an automated email message informing you that your student account will be transitioning automatically to an Alumni account on a specific date.