

Using the Student Email System

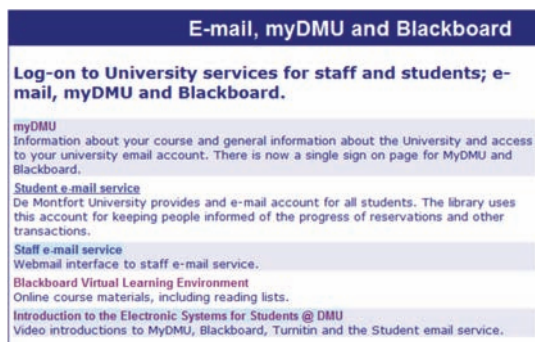
The university email system provided for students is the Google Gmail email system. This guide explains how to log in and carry out the most commonly used functions. Many lecturers send out important information using the student Gmail system, so try to access it on a regular basis. Your email address is **Pnumber@email.dmu.ac.uk** e.g. **P12345678@email.dmu.ac.uk** A great deal of useful information is available at the Frequently Asked Questions page available via the following site <http://help.dmu.ac.uk>

How to Log In

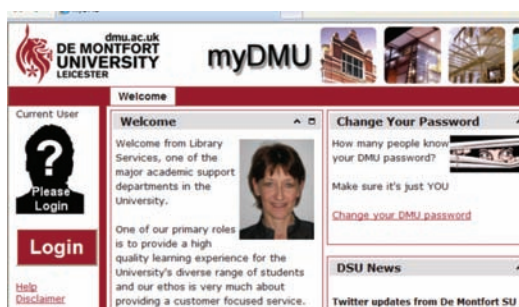
Access the Gmail system by selecting the **E-mail, myDMU and Blackboard** link from the library web pages.



At the **Log-on to University services for staff and students** page select **Student e-mail service**.

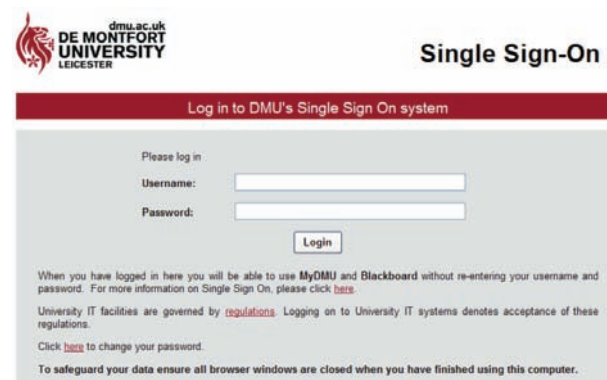


The myDMU login page appears, select the **Login** option at the left hand side.



Single Sign On System

You are now taken to the **Log in to DMU's Single Sign-On system** page. At the **Username** log in box enter your Username (this is your P number e.g. P12345678) then enter your **Password** (this is your date of birth) e.g. 01/01/80. Now click on the **Login** button.



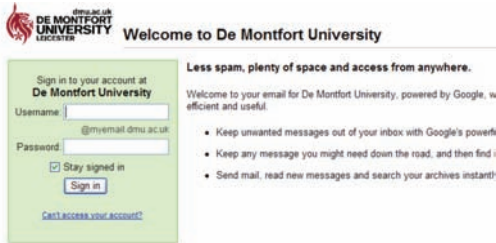
Changing Your Password

Note the **Click [here](#) to change your password** option towards the bottom left of the Single Sign-on page, using this link you can change your email password. Note that as this is a single sign on system your new password also applies to **myDMU** and **Blackboard** but not your library computer login.

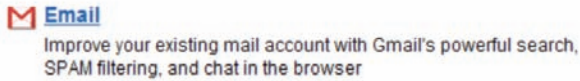
At the myDMU page select **Google Sign in**.



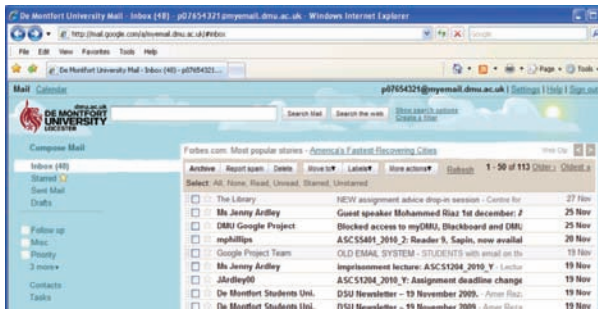
Now Sign in to your account using your student P number and password.



After signing in select the **Email** option.



The Gmail page appears displaying messages. Click on a message to view its contents.



Note the **Reply** and **Forward** options at the bottom of open emails.



To begin writing a new email message, select the **Compose Mail** option.



Help

You can access Help by selecting the **Help** option towards the top right of the Gmail screen. A great deal of information is also available in the FAQ pages at the following location <http://help.dmu.ac.uk>

Athens Password

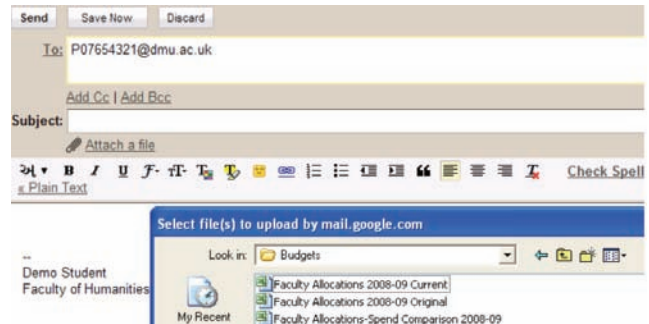
Your Athens password is sent to you via the student email system. This password gives you access to many specialist online databases and journals available via the Library web pages.

Sending Attachments

Files such as Word documents can be attached to emails and sent using the following procedure.



Click on **Attach a file** the Select file(s) to upload window appears, browse through your documents to locate the file to be attached to the email, when located single click it and select **Open**. The file will now be attached to the email message and will be sent along with the email.



Leaving the Email System

When you wish to leave the email system select the **Sign out** option at the top right of the email screen, you are returned to the Sign in screen, exit this screen to return to the myDMU screen, select the **Logout** option to close the Single Sign-On system.

Accessing your Email when you are off Campus

You can access your email from outside the university via the library web page at www.library.dmu.ac.uk and following the **E-mail, myDMU and Blackboard** link or by using the following secure link <https://my.dmu.ac.uk>