## Manual for the IHU Live Webmail platform

Enter the following address in your browser (e.g. Microsoft Internet Explorer, Mozilla Firefox, Google Chrome)

## http://live.ihu.edu.gr

Conecte		Office 365
nnect تواصل	A AND COM	
Verbinden 250		Sign in with your work or school account
thdista povezati להתחבר		someone@example.com Password
	All and All	Keep me signed in
		Sign in Can't access your account?

In the first field enter the email address you were given during registration, e.g. <u>g.georgiadou@ihu.edu.gr</u> for Ms Georgia Georgiadou, and in the second field enter your e-mail password. Click on the *Sign in* button or press the Enter key.

The first time you log in, the following screen will appear asking you to change your password

g.georgiad	lou@ihu.ed	u.gr		
Current pas	sword			
New passw	ord			
Confirm pa	ssword			

Click on Update password and sign in to change your password.

Next, select your preferred language and time zone

Choose you	ur preferred display language and home time zone belo
Language:	
English (U	nited States)
Time zone:	
(UTC+02:0	0) Athens, Bucharest

Click *Save* to continue. The IHU Live Webmail home page appears.

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Search Mail and People 🛛 🖌	)	
∧ Folders	Inbox	All 🗸
Inbox		
Sent Items		
Drafts		
More >		
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If you would like to change your password again in the future, please visit the Options menu item under Settings and then navigate to General > My account and use the Change your password link

	A (3)	General My account Change meme	My account	
	Office 365 settings	Keyboard shortcuts	Initials	
	Mail settings	Manage add-ins Mobile devices		City
	Refresh	Light version	Last name	
	Automatic raplice	Region and time zone	Student	State/Province
	Automatic replies	Text messaging	Display name*	
	Display settings	⊿ Mail	Demo151014 Student	7.0.101
	Manage add-ins	<ul> <li>Automatic processing</li> <li>Automatic replies</li> </ul>	User ID	Zip/Postal Code
		Clutter	Demo151014 Student	Country/Region
	Offline settings	Junk email reporting	Work phone	Greece
	Change theme	Mark as read		
Select an item to read.	change theme	Message options		Office
Click here to always select the first item the	Options	Read receipts	Fax	
		Reply settings		Change your password
		Retention policies		enunge your password

For further information feel free to contact the IHU IT Department at <a href="mailto:support@ihu.edu.gr">support@ihu.edu.gr</a>