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IHU Live Mail (Office 365)

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Dept. of Information & Telecommunication Systems & Services, IHU To access the International Hellenic University Live e-mail service, enter the following address in your browser (e.g. Microsoft Internet Explorer, Mozilla Firefox, Google Chrome)

http://live.ihu.edu.gr

Enter the username of your e-mail account, that you will be given by the university, e.g. <u>g.papaioannou@ihu.edu.gr</u> for Mr George Papaioannou and click on *Next*.



Enter your e-mail account password and click on Sign in.



The first time you log in, the following screen appears, asking you to update your password. Enter the password that was given to you during registration in the first field and then your new password in the next two fields. Click on *Sign in.*

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| www.ihu.edu.gr Greece | IHU WEBMAIL | | |
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| in Thessaloniki | 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. | | |
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| | | ©2018 Microsoft | Terms of use Privacy & cookies |

In the next screen, click on **Yes**, if you do not want to be asked for your username and password next time you enter your live e-mail. Otherwise click on **No**.



In the next page, select your preferred language and time zone (UTC +02,00 Athens, Bucharest).

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| Choose your prefetted display language and home time zone below. | |
| Language: | |
| English (United Kingdom) | |
| Time zone. | |
| (UTC+02:00) Athens, Bucharest | |
| | |

The IHU Live Mail home page appears.

| Office 365 | |
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| Search Mail and People 👂 | ④ New ∽ ▲ Mark all as read |
| ∧ Folders | Focused Other Filter + |
| Inbox | Next: No events for the next two days. |
| Sent Items Drafts More Groups * New Groups give teams a shared space for email document | |
| place for entrain occurrents and schidulling events Placover Create | Your Focused inbox has been cleared |
| S 🗃 🎎 🗹 | |

How to download Office 365 from live E-mail

Your IHU e-mail account provides you with an Office 365 for Students lisence, which allows you to download and install Office 365 (Word, Excel, Powerpoint etc.) up to 5 devices (PC, laptops).



From your live mail home page, click on *Office 365* button.

In the next window, click on *Install Office – Office 365 apps*

| Apps | | | | | | | | Install Office |
|-----------------------------|----------------------------|------|-------|------------|---------|------------|-------|--|
| 0 I | A | | × | PB | N | S | TB | Office 365 apps Uncludes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote and mor |
| Outlook Explore all your | OneDrive apps $ ightarrow$ | Word | Excel | PowerPoint | OneNote | SharePoint | Teams | Other installation options install a different language, the 64-bit versi or other apps available with your subscripti |
| Document | ts | | | | | | | ↑ Upload and open New |

Save the file and run it to install office 365.

| Opening Setup.X86.en-us_O365ProPlusR | etail_091b8a37-04ec-4 | 1a4-9b8d | × |
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| You have chosen to open: | 97e38a8305d2_TX_D | B_b_32exe | |
| which is: Binary File (4.9 MB) from: https://c2rsetup.officeapps | live.com | | |
| Would you like to save this file? | | | |
| | Save File | Cancel | |
| GOOD EVE | Just a fev | v more | ster |