IHU Live Mail (Office 365)

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. g.papaioannou@ihu.edu.gr for Mr George Papaioannou and click on *Next.*
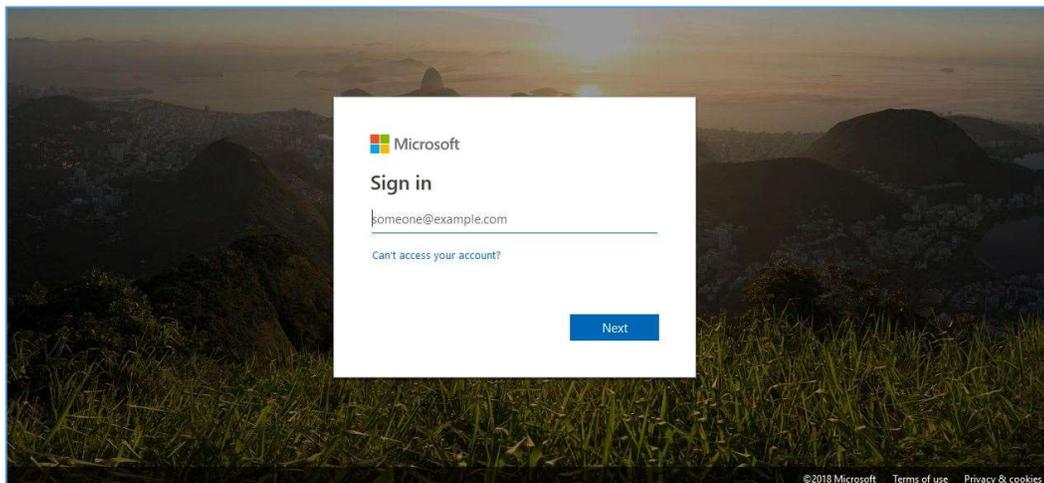
Enter your e-mail account password and click on *Sign in.*
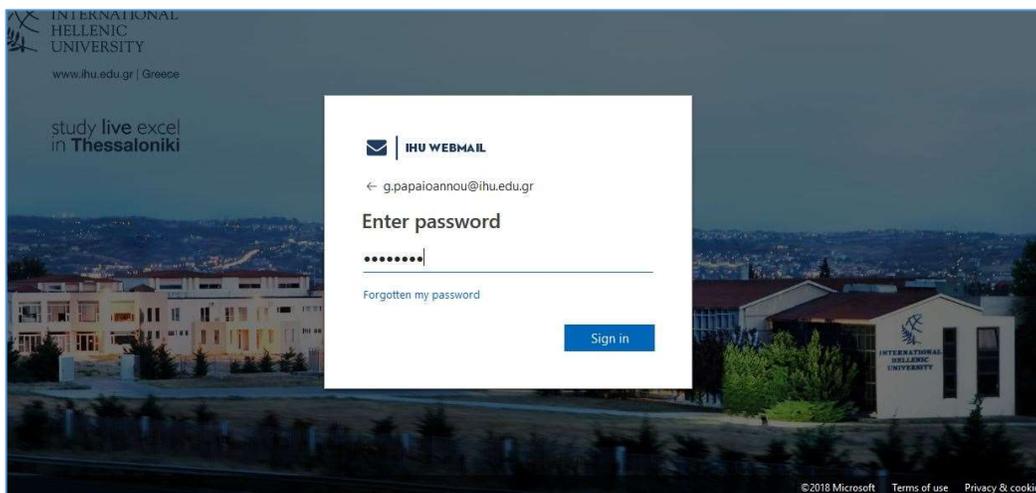
The first time you log in, the following screen appears, asking you to update your password. Enter the password that was given to you during registration in the first field and then your new password in the next two fields. Click on *Sign in.*
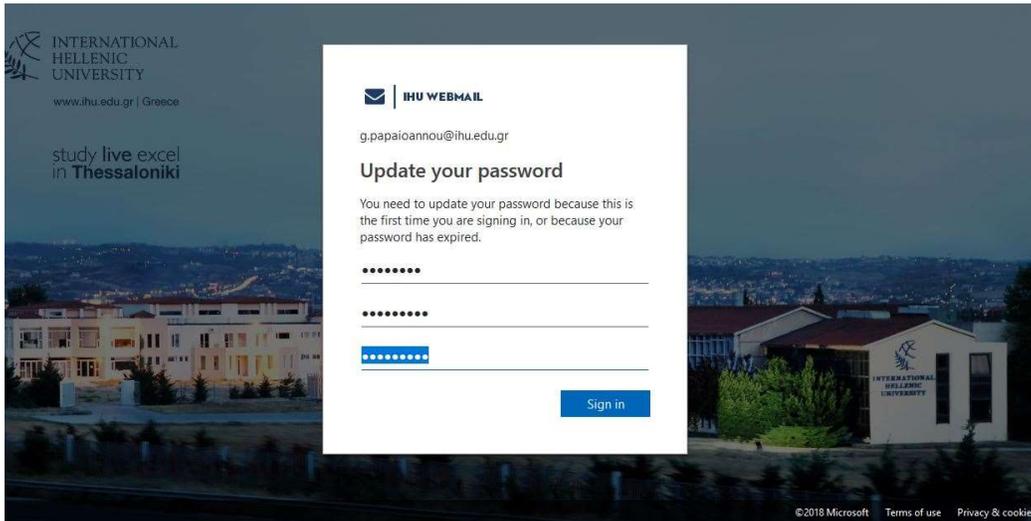
In the next screen, click on *Yes,* if you do not want to be asked for your username and password next time you enter your live e-mail. Otherwise click on *No.*
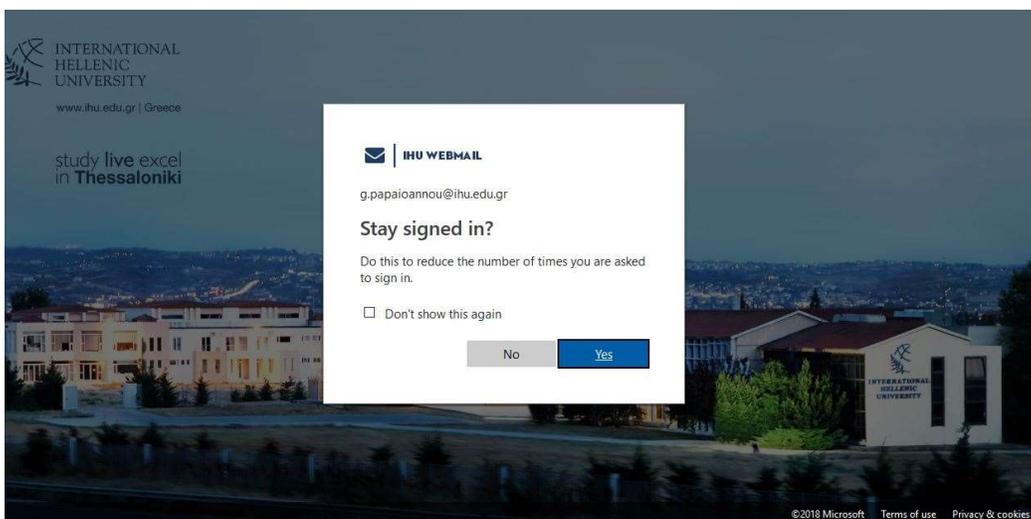
In the next page, select your preferred language and time zone (UTC +02,00 Athens, Bucharest).
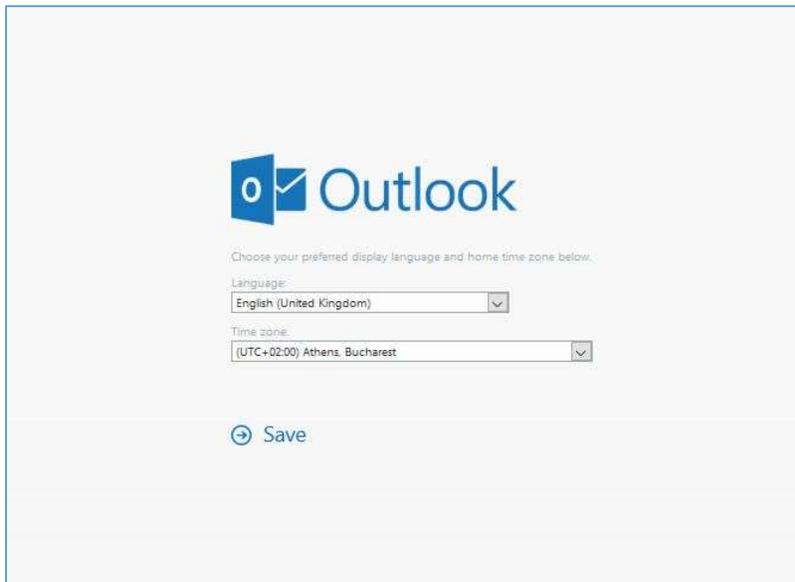
The IHU Live Mail home page appears.
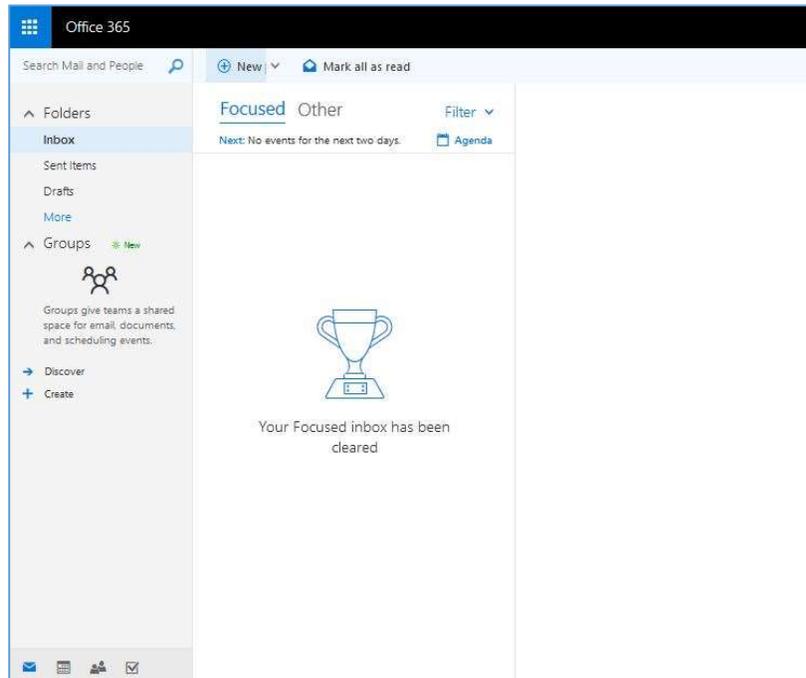
How to download Office 365 from live E-mail

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.
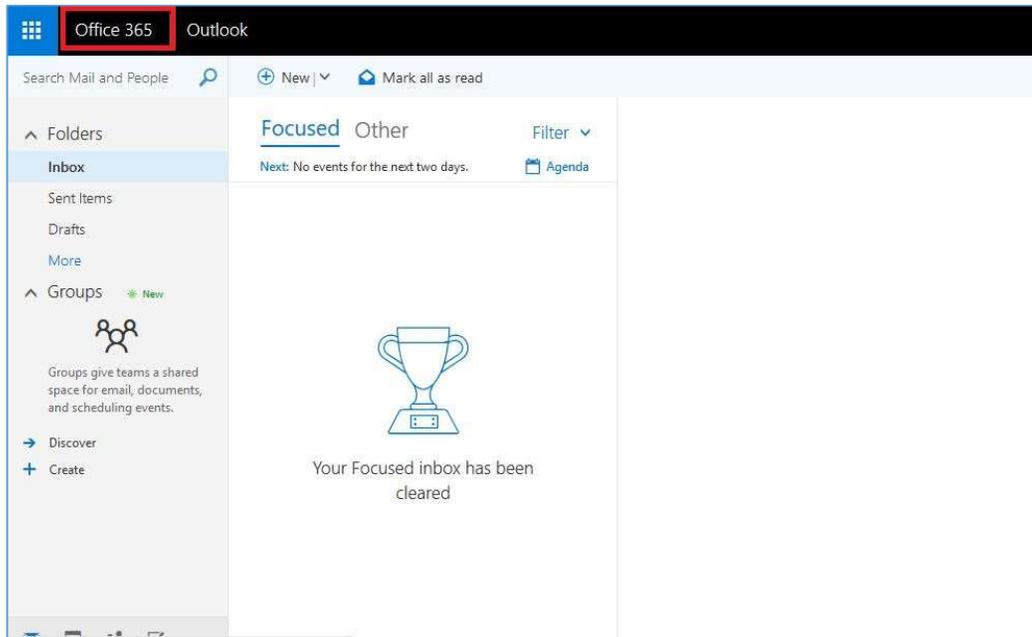
In the next window, click on *Install Office – Office 365 apps*
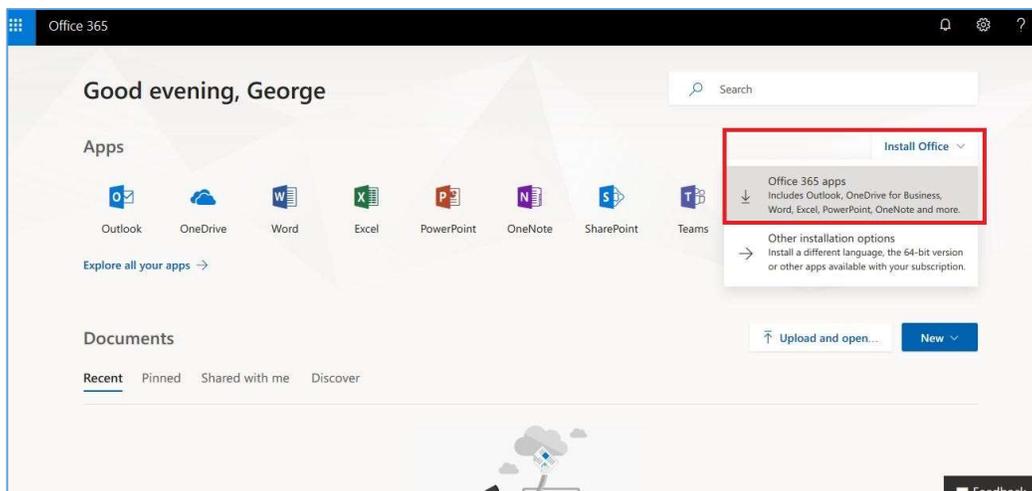
Save the file and run it to install office 365.