Steps to activate and access your email account:

1. If you had not retrieve your network logon information, please obtain it from IT Services Department, Level 1 SYCJB Building (Note: If you had just paid your school fees, you would need to wait 1 day before you could proceed to step 2)

2. Login to any workstation in the Computer Learning Centre, and change your first time network logon password. If you had did this, proceed to step 3.


   Important Note: Please change your temporary iMail password. The password provided through Student AD acknowledge form is temporary and should be changed to one you'll remember!

4. You are now ready to use your iMail account, just login to [http://www.imail.sunway.edu.my](http://www.imail.sunway.edu.my) from any supported web browser to retrieve your campus email. This account is your official Sunway campus email account, so check it regularly.

This account will be used for official campus email communication from various Sunway campus academics and student support offices, and your lecturers.

- Starting from **6 June 2011**, iMail will be available for student to activate and use.
- Effective **1 July 2011**, the Sunway Student iMail account will be the ONLY recognised email account for communication between students and staff (including lecturers).
- iMail email account is a **FREE** account for all SYCJB students. You can continue to use the account even after you graduated. *(subject to review)*
- Your iMail ID is in the form of `<student ID number>@imail.sunway.edu.my`. All official campus communication will be sent via this account.
- Collect iMail username and password from IT Services Department, Level 1 SYCJB Building.
- Then activate your iMail account by visiting [http://www.imail.sunway.edu.my](http://www.imail.sunway.edu.my) or [http://outlook.com/imail.sunway.edu.my](http://outlook.com/imail.sunway.edu.my) as soon as possible so that you will always be updated on important campus news & messages.
- A comprehensive suite of additional services are made available for you:
  - Skydrive with 25GB storage (Virtual storage)
  - Office Web Apps (Document sharing and collaboration)
  - Outlook Calendar (Calendar scheduling and sharing)
  - Spaces (Blogs & social networking suite)

**Need Assistance?**

**ITS Staff Support Contact:**
Mail: jbhelpdesk@sunway.edu.my
Tel: 607-359 6880 x330
Or IT Services Department, Level 1 SYCJB Building