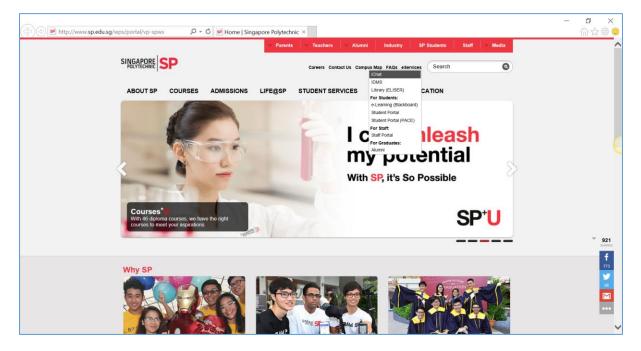
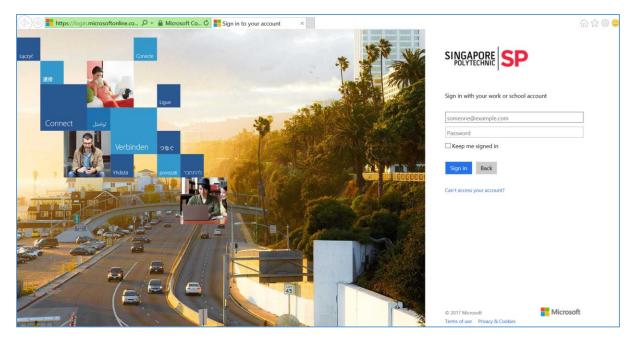
Accessing your iChat email

1. To access ichat email, please enter https://www.outlook.com/ichat.sp.edu.sg in your web browser or select "iChat" from eServices at Singapore Polytechnic Home Page (www.sp.edu.sg)



You will able to see the following screen which is the iChat Main Page.
 Your iChat email will be your student id (e.g <u>P7xxxxx@ichat.sp.edu.sg</u>) and the initial password will be your NRIC/FIN/Passport number (e.g S8500000C)



3. You will be prompt to change password. Please enter your initial password and your new password and then click on "Update password and sign in" button to continue

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Ligar Ligar	Update your password
Connect تواسل	You need to update your password because this is the first time you are signing in, or because your password has expired.
Verbinden 🤉	p7999999@ichat.sp.edu.sg
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	Update password and sign in
	© 2017 Microsoft Terms of use Privacy & Cookies

4. After the changing of password, iChat will prompt you to select Language and time zone

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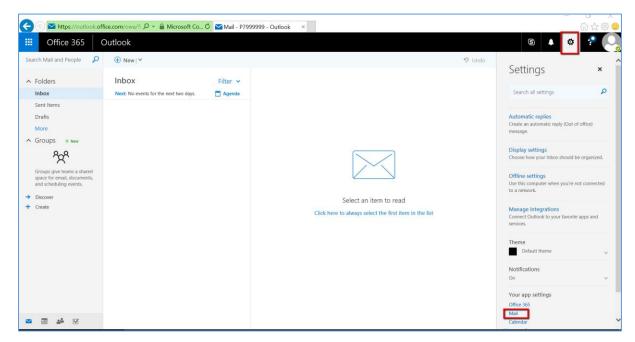
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			0	T			Choise your preferred display language and home time zone below. Language: English (Singapore) Time zone Utt < 00500) Kuala Lumpur, Singapore					

5. After this, your iChat email account is ready.

Should you encounter any issue, please do not hesitate to contact; SPICE SERVICE DESK Phone: 6772 1260 (Monday to Friday, 8am to 6pm) Email: <u>ServiceDeskMail@sp.edu.sg</u>

How to forward your ichat email to another email account

1. Click on the Options icon and the Mail hyperlink as show in the following screen



2. Click on the Forwarding and then click on the "Start forwarding" radio button.

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Options		Settings ×
Shortcuts A	🗟 Save 🗙 Discard	
Mail	Forwarding	Search all settings
Automatic processing	Torriditality	
Automatic replies	Start forwarding	Automatic replies
Clutter	Forward my email to:	Create an automatic reply (Out of office)
Undo send	Enter an email address	message.
Inbox and sweep rules		
Junk email reporting	Keep a copy of forwarded messages	Display settings
Mark as read	Stop forwarding	Choose how your Inbox should be organize
Message options	Stop forwarding	
Read receipts		Offline settings
Reply settings		Use this computer when you're not connect
Retention policies		to a network.
Accounts		
Block or allow		Manage integrations
Connected accounts		Connect Outlook to your favorite apps and services.
Forwarding		SELVICES.
POP and IMAP		Theme
Attachment options		Default theme
Attachment preference		Delaut theme
Storage accounts		Notifications
Layout		On
Conversations		On
Email signature		Your app settings
Link preview		Office 365
Message format		Omice 365 Mail
Message list		Maii Calendar

3. Enter the email address you want to forward the email to and click on the radio button "Keep a copy of the forwarded message" and then click on the save button.

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Block or allow Connected accounts Forwarding POP and IMAP * Layout Conversations Email signature Message format Message list	