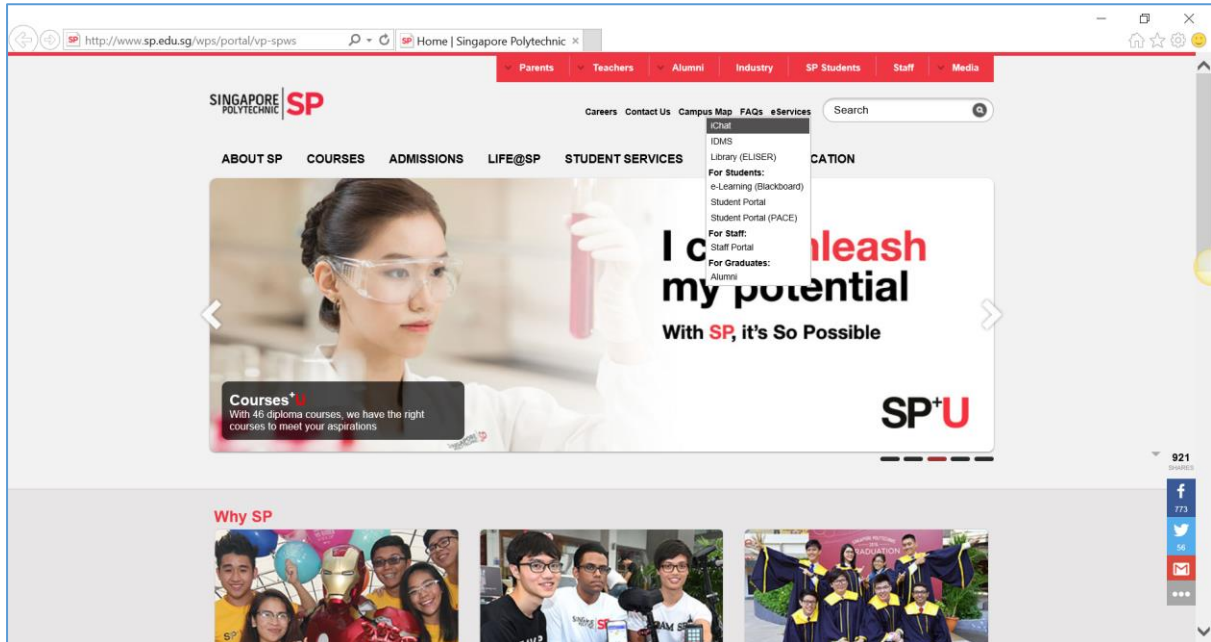
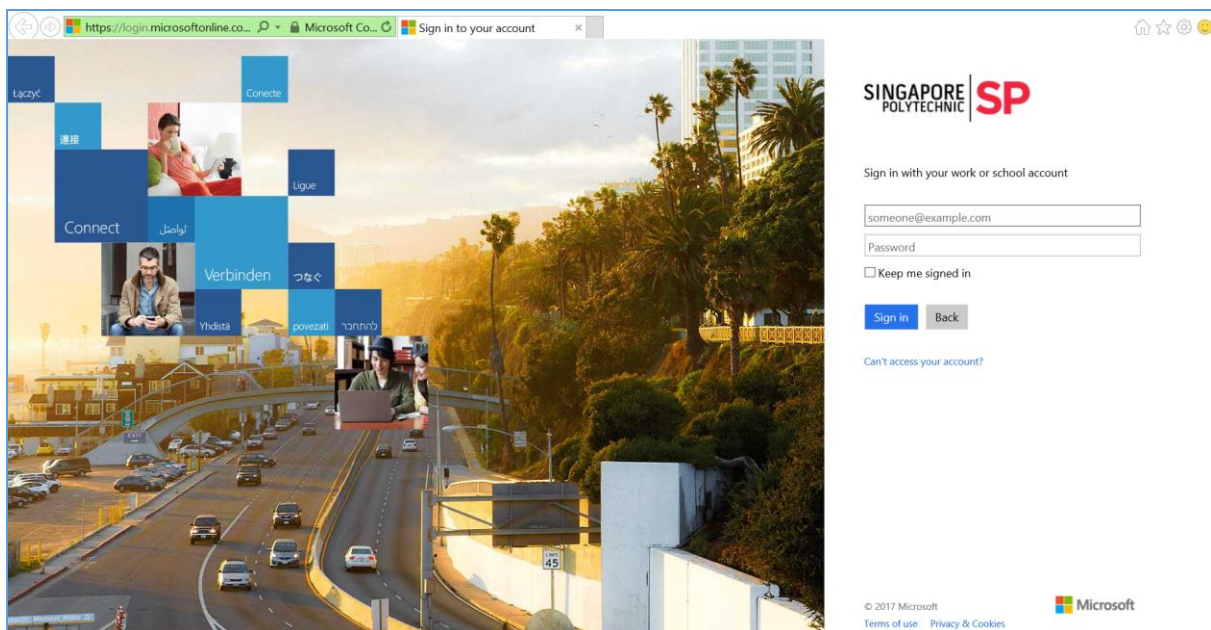


Accessing your iChat email

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

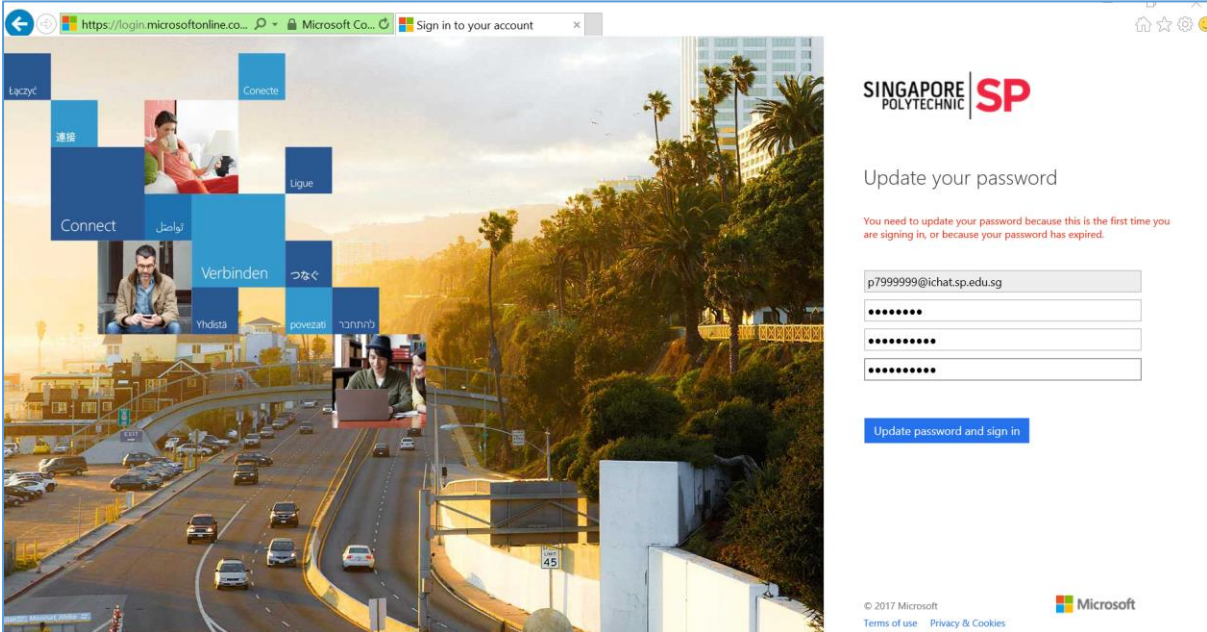


2. You will be able to see the following screen which is the iChat Main Page. Your iChat email will be your student id (e.g P7xxxxxx@ichtat.sp.edu.sg) and the initial password will be your NRIC/FIN/Passport number (e.g S8500000C)



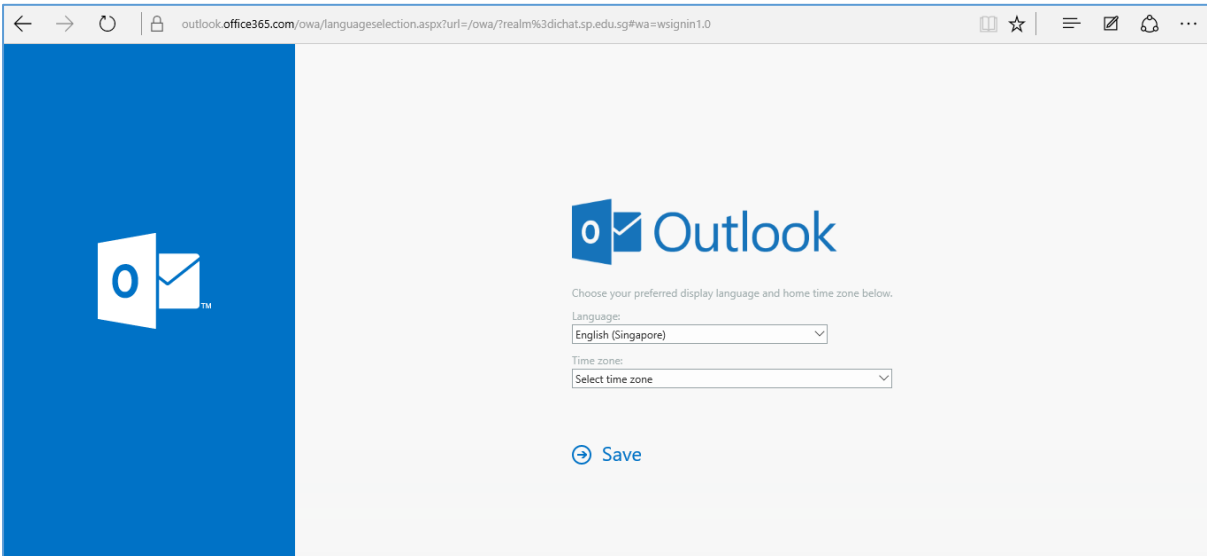
Official (Open), Non-Sensitive

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



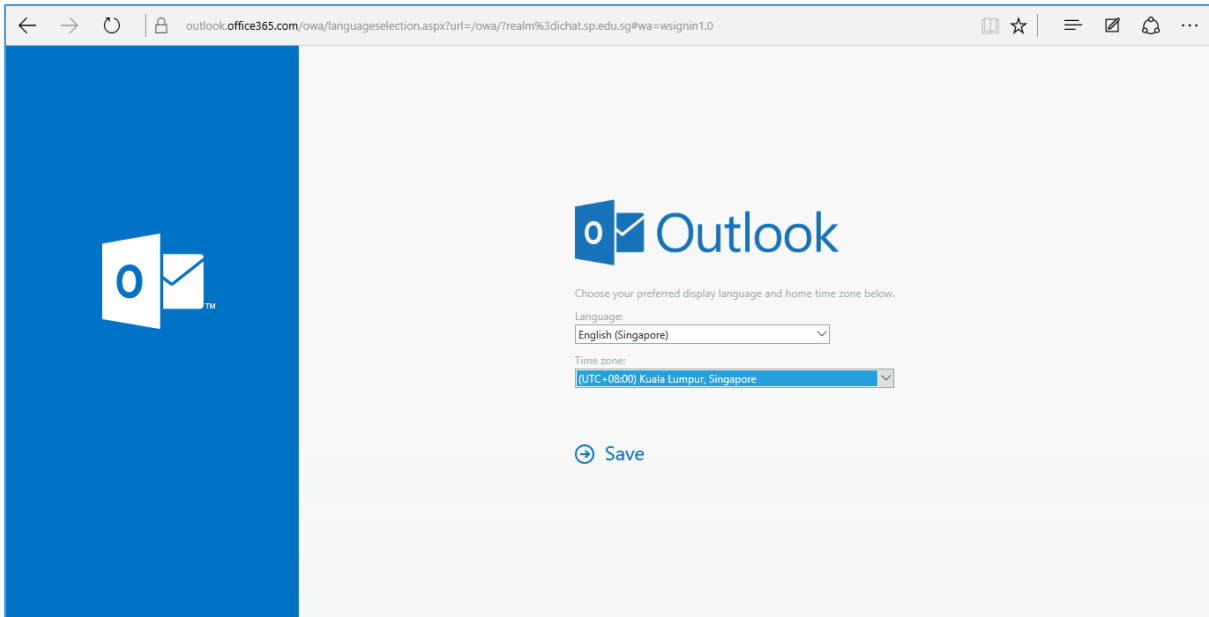
The screenshot shows a web browser window with the URL <https://login.microsoftonline.com/...>. The page features a background image of a highway with cars and palm trees. On the left, there is a grid of blue buttons with the word "Connect" in various languages: "Lączyć", "Connecte", "连接", "Ligue", "Connect", "تواصل", "Verbinden", "つなぐ", "Yhdistä", "povezati", and "להתחבר". On the right, the "SINGAPORE POLYTECHNIC SP" logo is displayed. Below the logo, the text "Update your password" is shown, followed by a red warning: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: the first contains the email address "p7999999@ichat.sp.edu.sg", and the next two are for the current and new passwords, both masked with dots. A blue button labeled "Update password and sign in" is positioned below the fields. At the bottom right, the Microsoft logo and copyright information "© 2017 Microsoft" are visible, along with links for "Terms of use" and "Privacy & Cookies".

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



The screenshot shows a web browser window with the URL outlook.office365.com/owa/languageselection.aspx?url=/owa/?realm%3dichat.sp.edu.sg#wa=wsignin1.0. The page features a blue sidebar on the left with the Outlook logo. The main content area has the Outlook logo and the text "Choose your preferred display language and home time zone below." There are two dropdown menus: "Language:" with "English (Singapore)" selected, and "Time zone:" with "Select time zone" selected. A blue button labeled "Save" is located at the bottom of the form.

Official (Open), Non-Sensitive

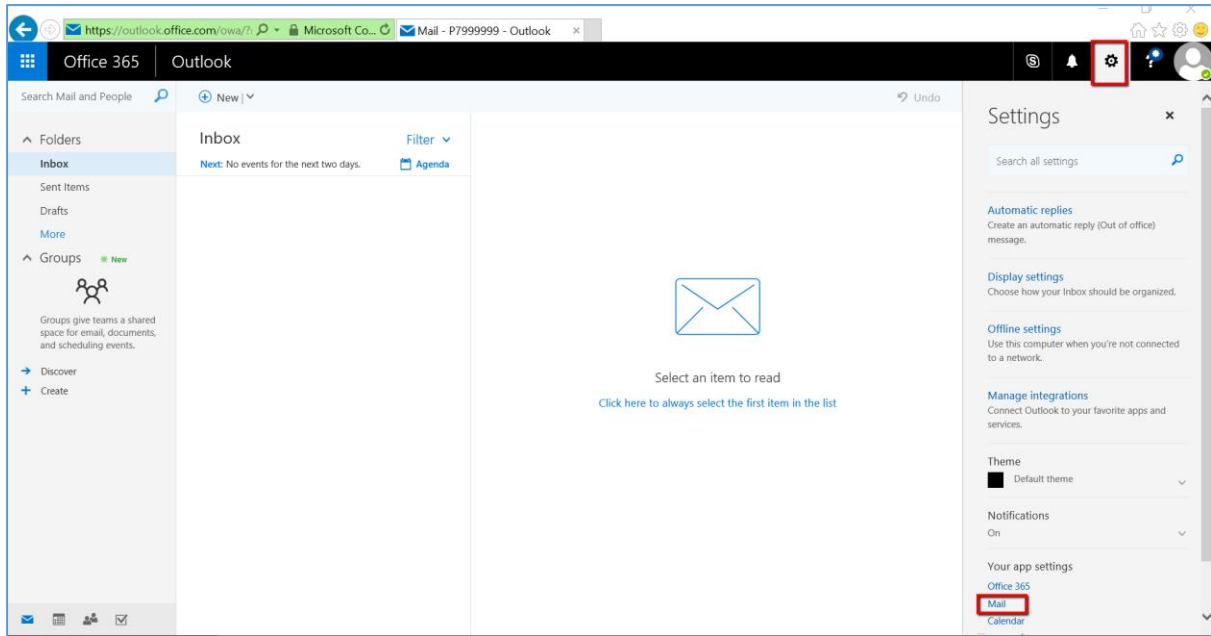


5. After this, your iChat email account is ready.

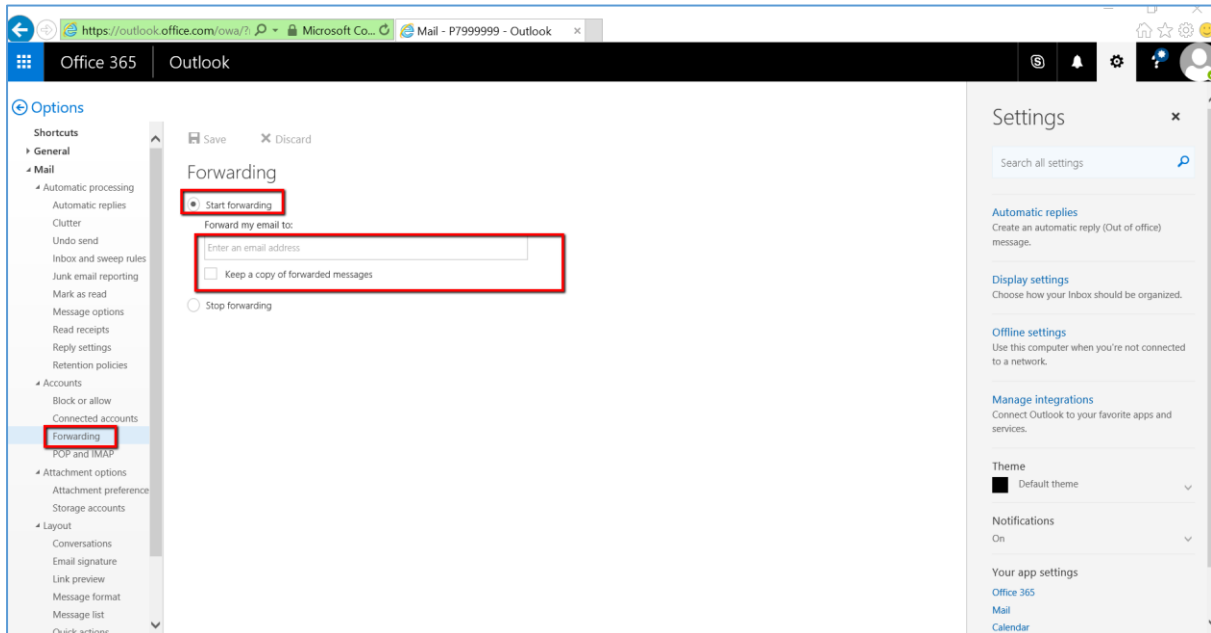
Should you encounter any issue, please do not hesitate to contact;
SPICE SERVICE DESK
Phone: 6772 1260 (Monday to Friday, 8am to 6pm)
Email: ServiceDeskMail@sp.edu.sg

How to forward your ichtat 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.



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.

Official (Open), Non-Sensitive

