



Mastering Your University Email Account

Did you know your university email is your lifeline to all official communications? It's not just an email; it's your gateway to academic success and security. Let's explore why it's indispensable.

Using your University email ensures authenticity in all your communications. Regularly checking it keeps you updated on crucial academic matters.

You must use your University email address when communicating with the University and academic staff so that your correspondence can be verified and tracked. Staff may not respond to email from other email domains because of the difficulty of establishing authenticity.

Access your University email anywhere in the world via Microsoft 365. It's as simple as logging in with your network username and password. Stay connected, no matter where you are.

For easy access on the go, download the Microsoft Outlook app on your mobile device. Before accessing your email, you must ensure you have installed and set up the Microsoft Authenticator app.

Microsoft Authenticator helps protect your account and is required by University of Greater Manchester IT policy to access key services such as Outlook, Microsoft 365, Teams and other University systems. Download from your app store and follow the set-up instructions found on the IT Support web pages.

Your email address follows a simple format:

yourusername@greatermanchester.ac.uk. For example, abc17wss@greatermanchester.ac.uk. Always use it for official communications to ensure your messages are recognised and responded to.

Security is paramount. Never share your username and password. Be vigilant against phishing emails that mimic University communications. Report any suspicious activity to the IT Support Desk immediately.

Beware of viruses and malware from unknown senders. If an email seems suspicious, don't open attachments or click on links. Your vigilance is your best defense against cyber threats.

Understand the risks of viruses and malware from unknown senders. Always verify the source before engaging with any email content. Your proactive approach helps keep your account secure.

You can forward University emails to your personal email but it's good etiquette to reply using your University account. Be mindful of the 99GB mailbox storage limit and 20MB attachment size. Efficient management of your inbox ensures smooth communication.

After graduation, your email account becomes inactive. Transfer any important communications to your personal email account before you graduate. Visit the IT Support pages for assistance in managing this transition.

By staying informed and proactive, you'll ensure a seamless University experience. Remember, regularly check your University email and keep your communications secure. Your academic success depends on it.

Access LEAP Online at: <https://leaponline.greatermanchester.ac.uk/>