Overview

Within myBU, a link has been created to facilitate access to your Bournemouth University email account. It is important to use your Bournemouth University email account as this is how staff in the University will often communicate with you.

Logging into your email

Click on the **Email** link from within BU Resources and the student portal web page will appear.

Click on **BU web email (Microsoft Outlook live)**. The next screen will appear.

To login in you must use your Bournemouth University email address and password i.e. this will be based on the SAME account information that you use to login to your PC (with the Bournemouth email address added on the end).

So for example if your username is **b123456**; you would log in with these details

Username: **b123456@bournemouth.ac.uk**
Password: **XXXXXXXXXXXX**
Viewing your email

Your emails should then appear and you can view, reply, delete as normal.

Logging off

If you are using a PC within the University, please remember to sign off from your emails when you have finished, as someone will be able to access your emails if you let them share your machine or browser window. The Sign out button is located at the top right of the screen and looks like this.

Further support

- All myBU queries should be reported to the IT Service Desk. (01202 9) 65515.