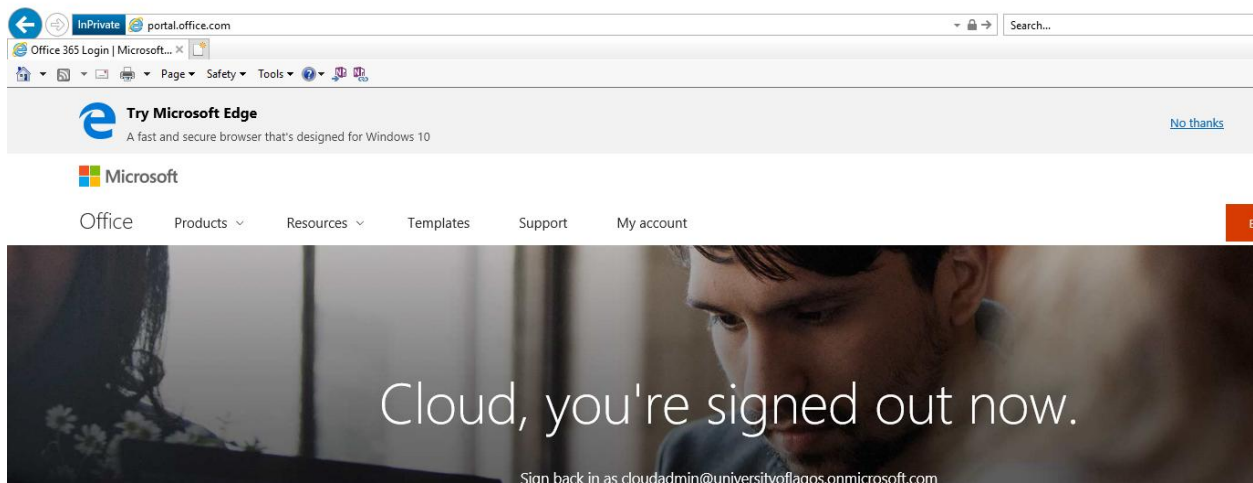


# HOW TO LOGIN TO YOUR STUDENT EMAIL ACCOUNT

## USER GUIDE

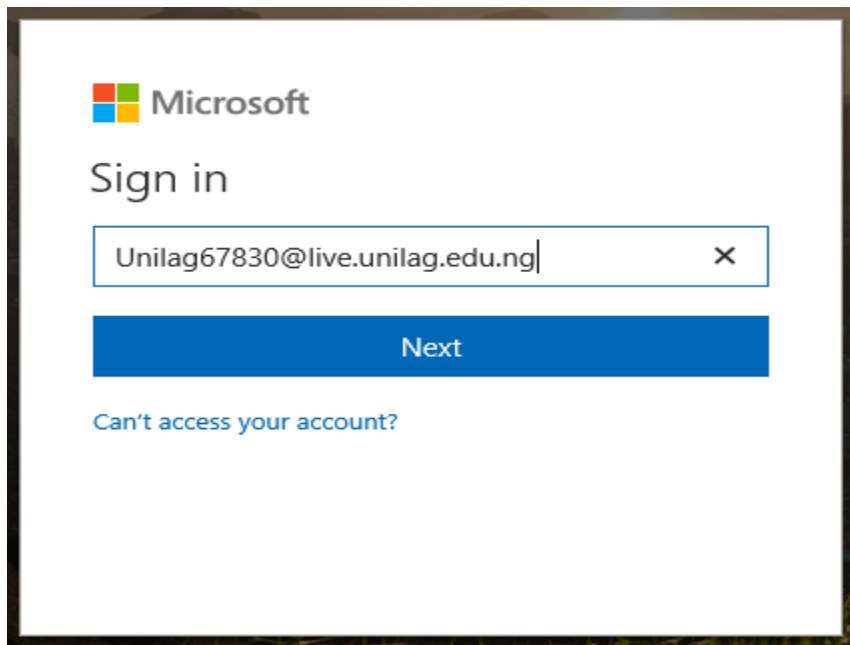
The login username is [matricnumber@live.unilag.edu.ng](mailto:matricnumber@live.unilag.edu.ng) while password is **Unilag** with the last 5 digits of their matricnumber  
e.g [030805039@live.unilag.edu.ng](mailto:030805039@live.unilag.edu.ng) password is Unilag05039 (the "U" in CAPS LOCK)

### Step 1: Type [portal.office.com](https://portal.office.com) in the url



### Step 2: Input the Username/UPN

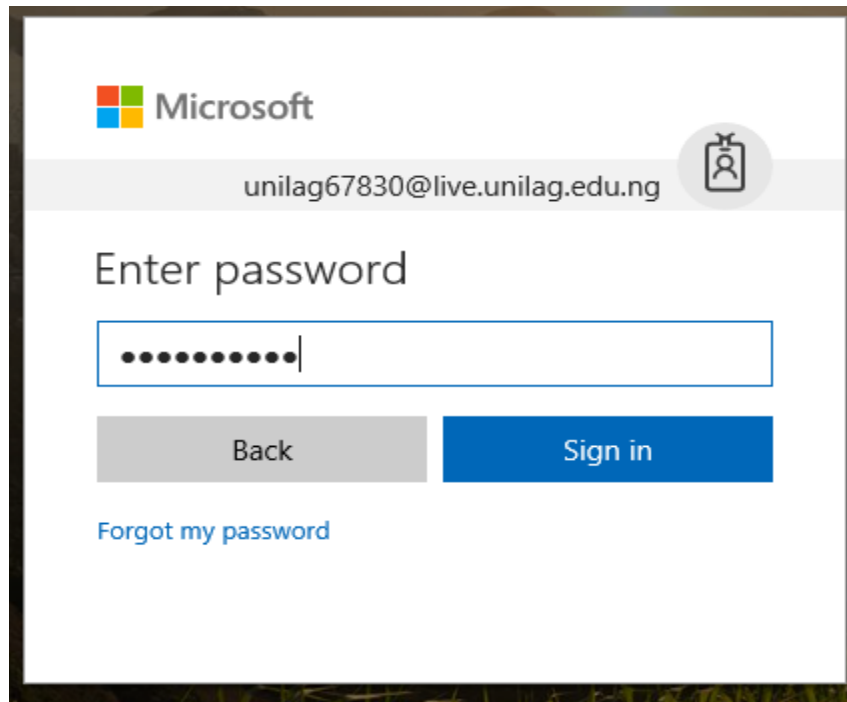
[matricnumber@live.unilag.edu.ng](mailto:matricnumber@live.unilag.edu.ng) e.g. [030805039@live.unilag.edu.ng](mailto:030805039@live.unilag.edu.ng)



# HOW TO LOGIN TO YOUR STUDENT EMAIL ACCOUNT

## Step 3: Input the password given and click sign in

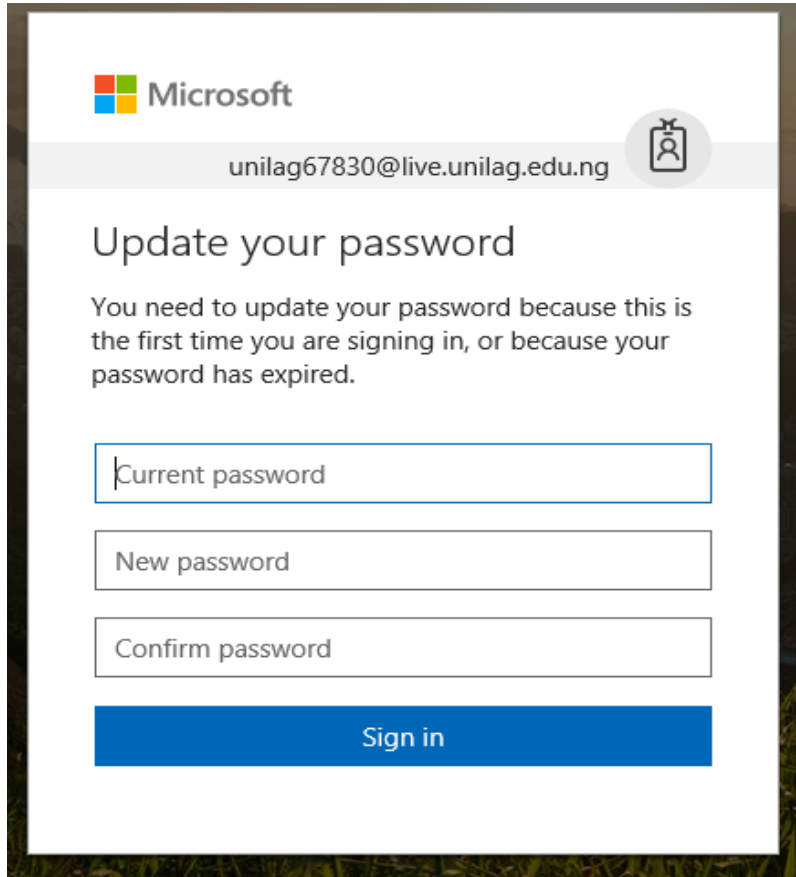
Password is **Unilag** with the last 5 digits of their matricnumber  
e.g [030805039@live.unilag.edu.ng](mailto:030805039@live.unilag.edu.ng) password will be Unilag05039



The screenshot shows the Microsoft login interface. At the top left is the Microsoft logo. In the top right corner, there is a circular profile icon. Below the logo, the email address "unilag67830@live.unilag.edu.ng" is displayed. The main heading is "Enter password". Below this is a password input field containing ten dots and a cursor. At the bottom, there are two buttons: a grey "Back" button and a blue "Sign in" button. Below the buttons is a blue link that says "Forgot my password".

# HOW TO LOGIN TO YOUR STUDENT EMAIL ACCOUNT

Update password window appears as shown below:



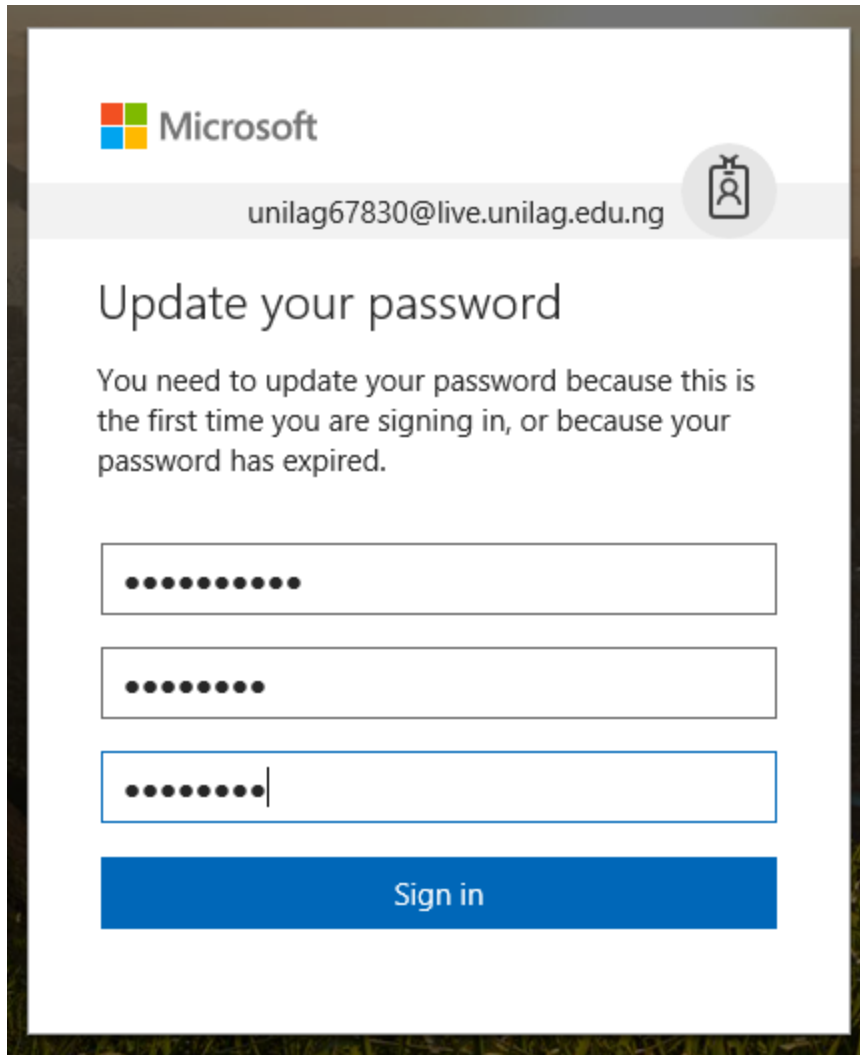
The screenshot shows a Microsoft login window for the email address unilag67830@live.unilag.edu.ng. The window is titled 'Update your password' and includes a message explaining that the password must be updated. Below the message are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is located at the bottom of the form.

**Current Password** – The temporary password given to you

**New Password**– Choose password of your choice which must consists of all or any two in the bracket(character, uppercase, lower case and Numbers)

**Confirm Password** – Repeat the new password.

# HOW TO LOGIN TO YOUR STUDENT EMAIL ACCOUNT



Microsoft

unilag67830@live.unilag.edu.ng

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

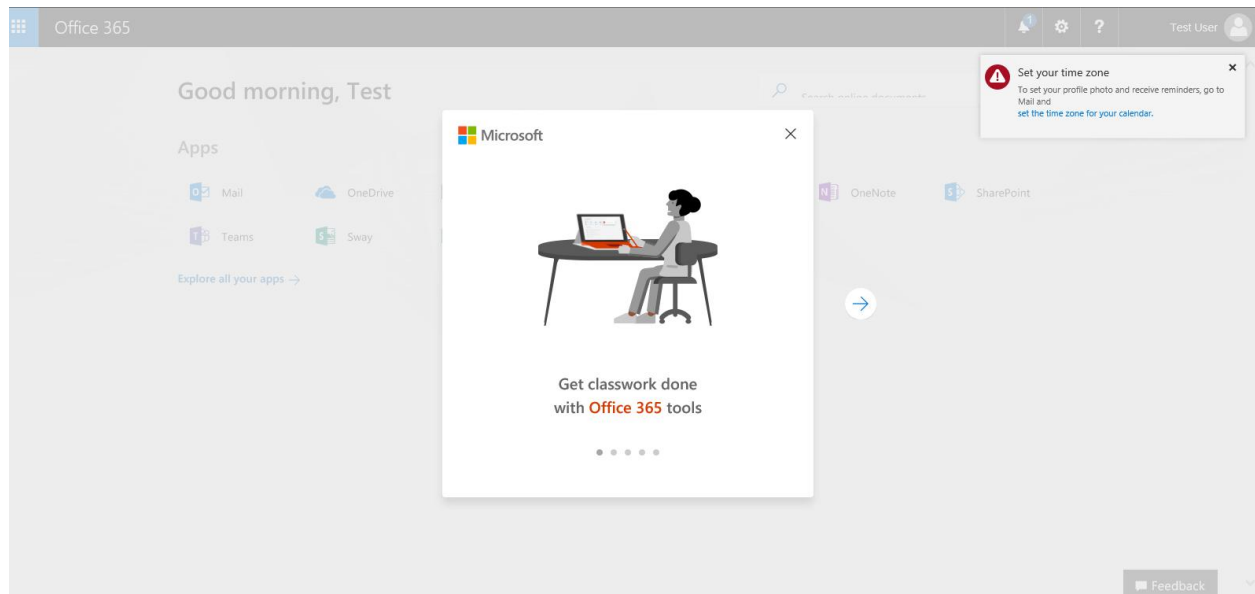
.....

.....|

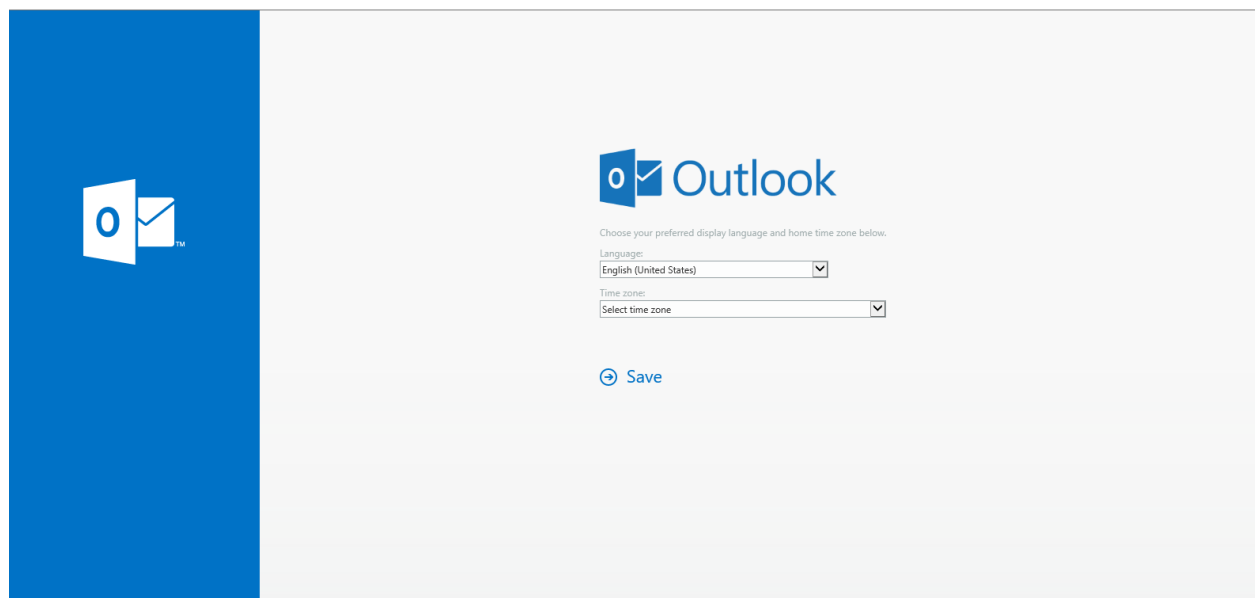
Sign in

AFTER CLICK SIGN IN, BELOW WINDOW APPEARS

# HOW TO LOGIN TO YOUR STUDENT EMAIL ACCOUNT



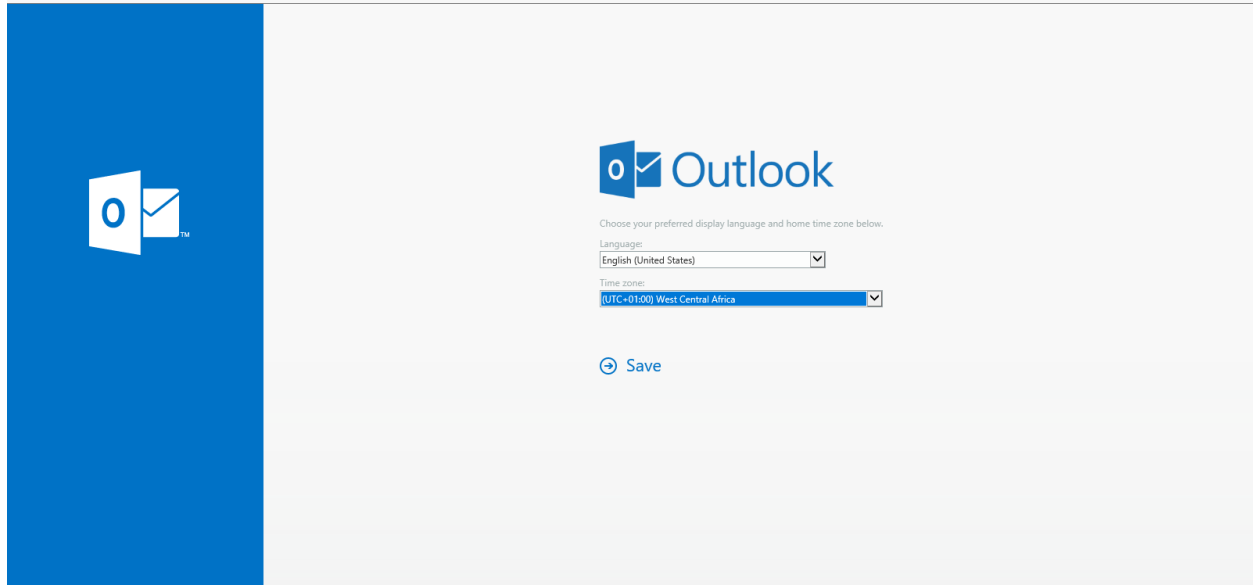
Set your Time Zone.



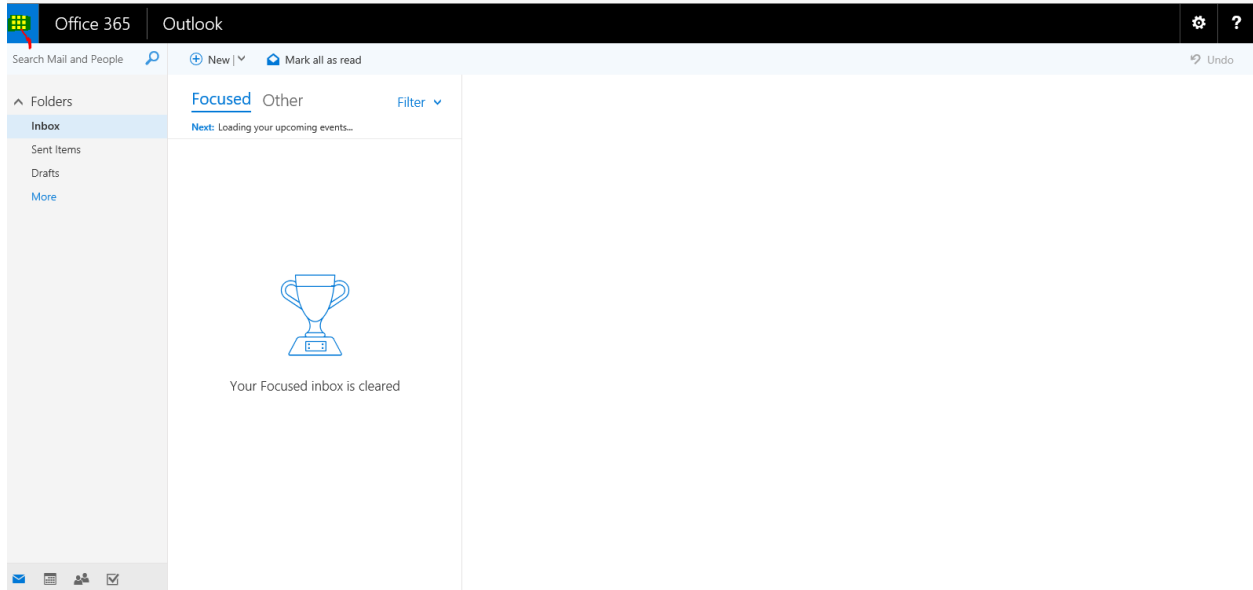
**Leave the Language as: English (United States)**

**Change Time Zone to UTC 01:00 West Africa as shown below:**

# HOW TO LOGIN TO YOUR STUDENT EMAIL ACCOUNT



Click Save.



And you are good to go.