

Faculty Email Service Guide

To Access the Features of the University Email, please follow these steps:

1 Access The University Website Through the Following Link:
bu.edu.sa

2 From the Electronic Services provided by the University, Select **All Services**

E-Services

Below is a list of E-Services provided to all BU stakeholders (students, faculty members, and employees).

All Services → ←



BU Email – Faculty Members

This is an Email service, provided for you by the Deanship of E-Learning and Information Technology and can be used by students, and

Details

Start Service

3 Select The **BU Email of Faculty Members**, Then Start Service.



someone@example.com

Password

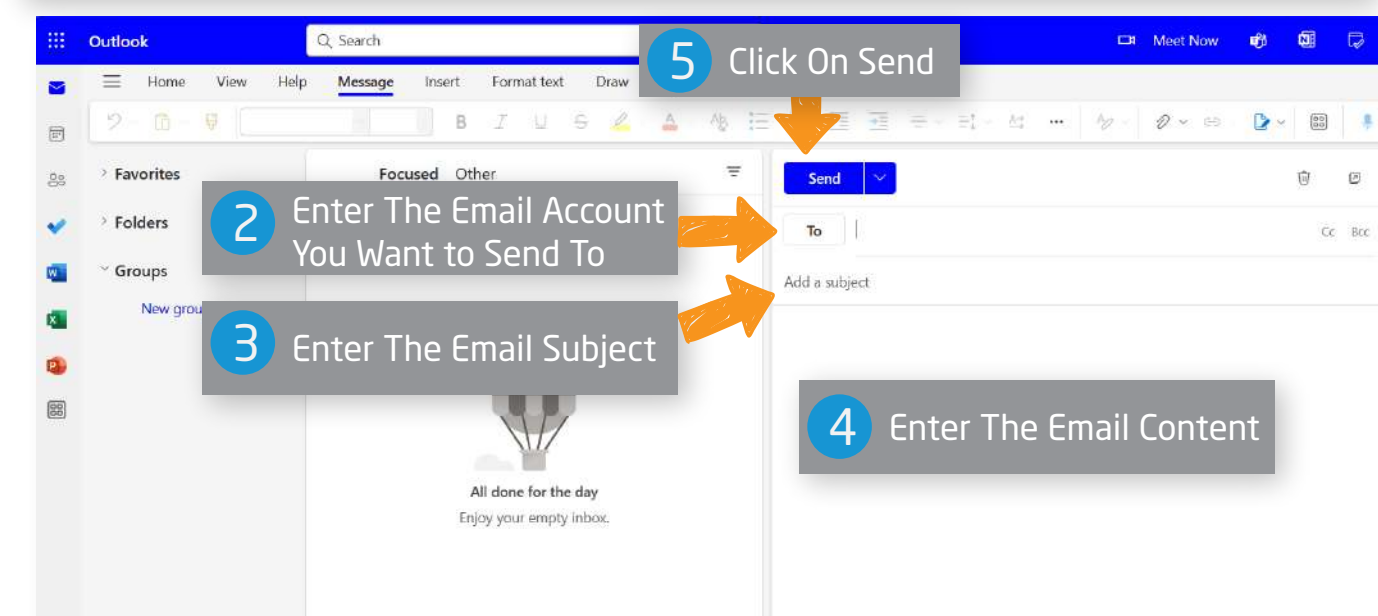
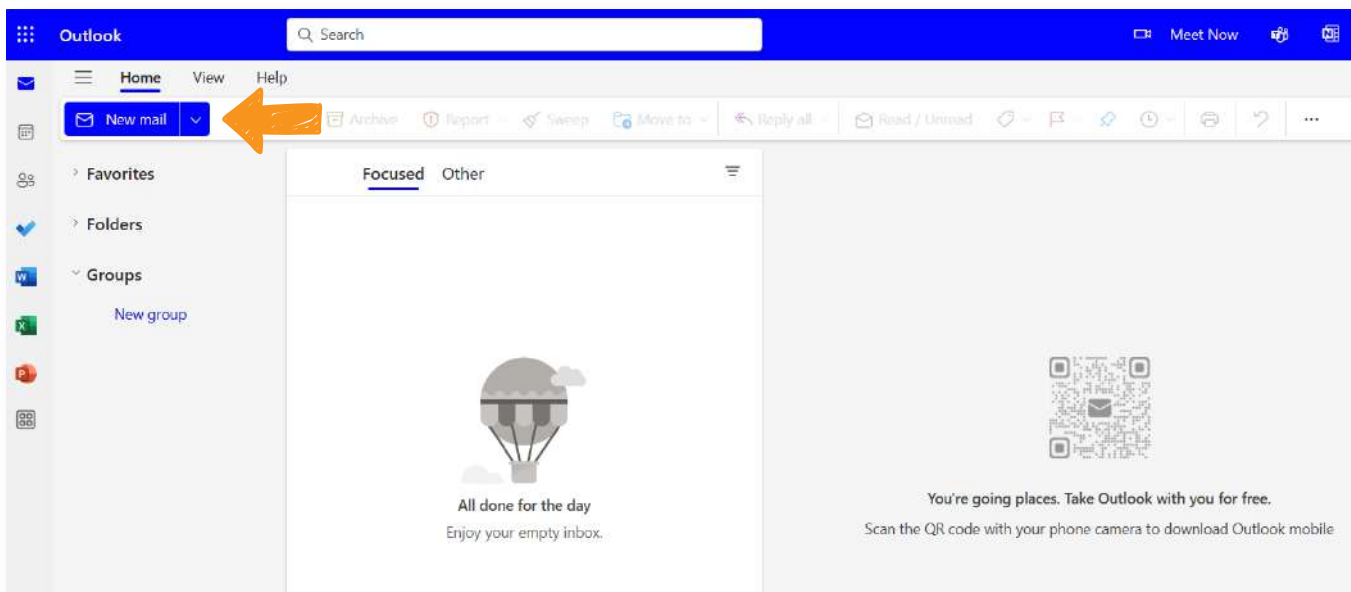
Sign in

الرئيسية | تساهيل | دليل استخدام البريد الجامعي |
 دليل استخدام خدمات أوفيس 365
 Al-Baha University - Information Technology

4 Enter the University Email Consisting of Username, Followed By @bu.edu.sa and the Password, then click Sign In.

Create A New Email

1 Click On New Mail

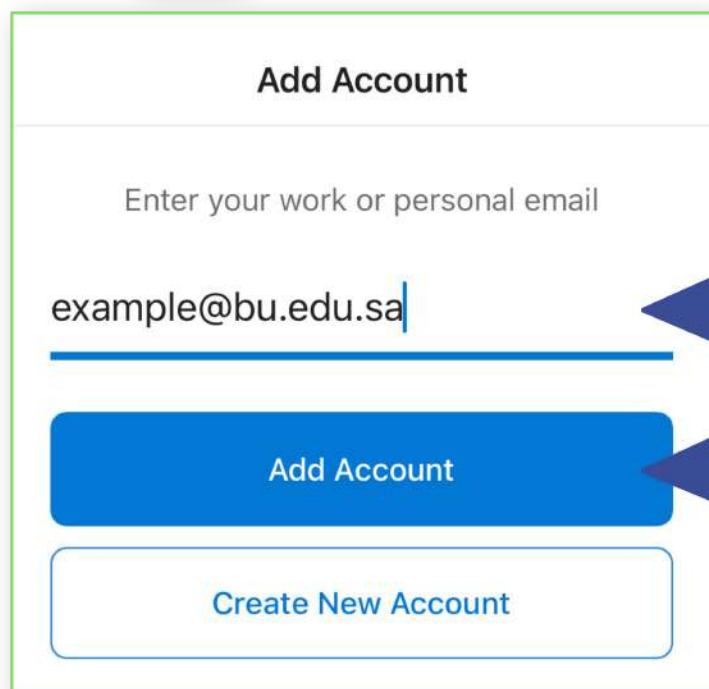


Start Using E-mail on the Smartphone Through the Outlook Application:

1 Download the Outlook Application from Your Mobile App Store.



2 Open the Application and enter your university email account, then click Add Account.





2006
جامعة الباحة
Al-Baha University

example@bu.edu.sa


Password

Sign in

3 Enter the password then click on Sign In

4 Select "Maybe Later" if there is no other email.

Add Another Account



Would you like to add another account?

Maybe Later Add

5 Your account added successfully.



تساهيل
Tasaheel
عمادة التعلم الإلكتروني

Username

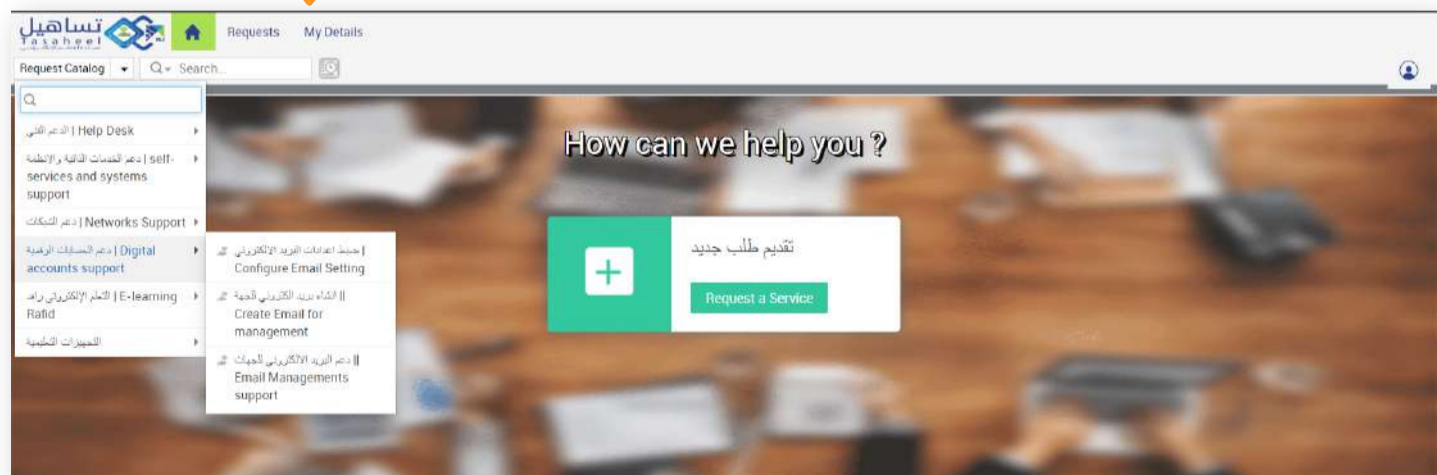
Password

Keep me signed in

Log in

[استعادة كلمة المرور](#)

You can request the creation of the E-mail from Tasaheel System through the direct manager, "Faculty Members".

Request Catalog Search

How can we help you?

تقديم طلب جديد
Request a Service

- Help Desk | الدعم الفني
- self-services and systems support | دعم الخدمات الذاتية والأنظمة
- Networks Support | دعم الشبكات
- Digital accounts support | دعم الحسابات الرقمية
- E-learning Rafid | التعلم الإلكتروني رافد
- الخدمات التعليمية
- حفظ إعدادات البريد الإلكتروني | Configure Email Setting
- إنشاء بريد إلكتروني جديد | Create Email for management
- دعم البريد الإلكتروني لأجهزة | Email Managements support

ضبط إعدادات البريد الإلكتروني | Configure Email Setting

Name

Asset(s) Search and associate assets here

Site Not associated to any site

Employee Name - اسم الموظف

User Name | اسم المستخدم

Contact Number | رقم التواصل

ID number | رقم الهوية أو الإثنية

Subject ضبط إعدادات البريد الإلكتروني | Configure Email Setting

Description