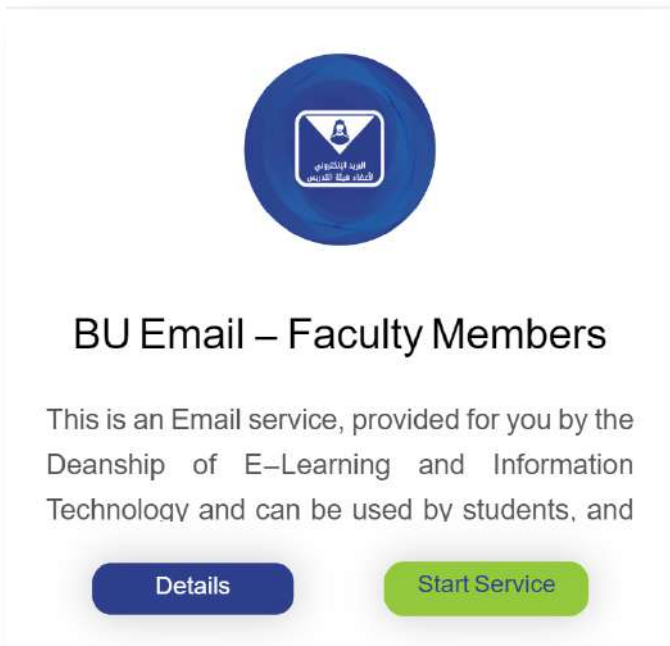
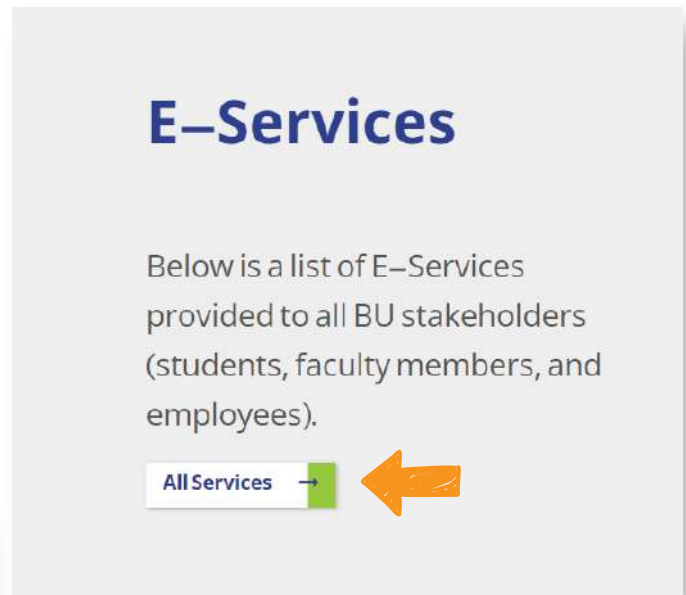


Faculty Email Service Guide

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**



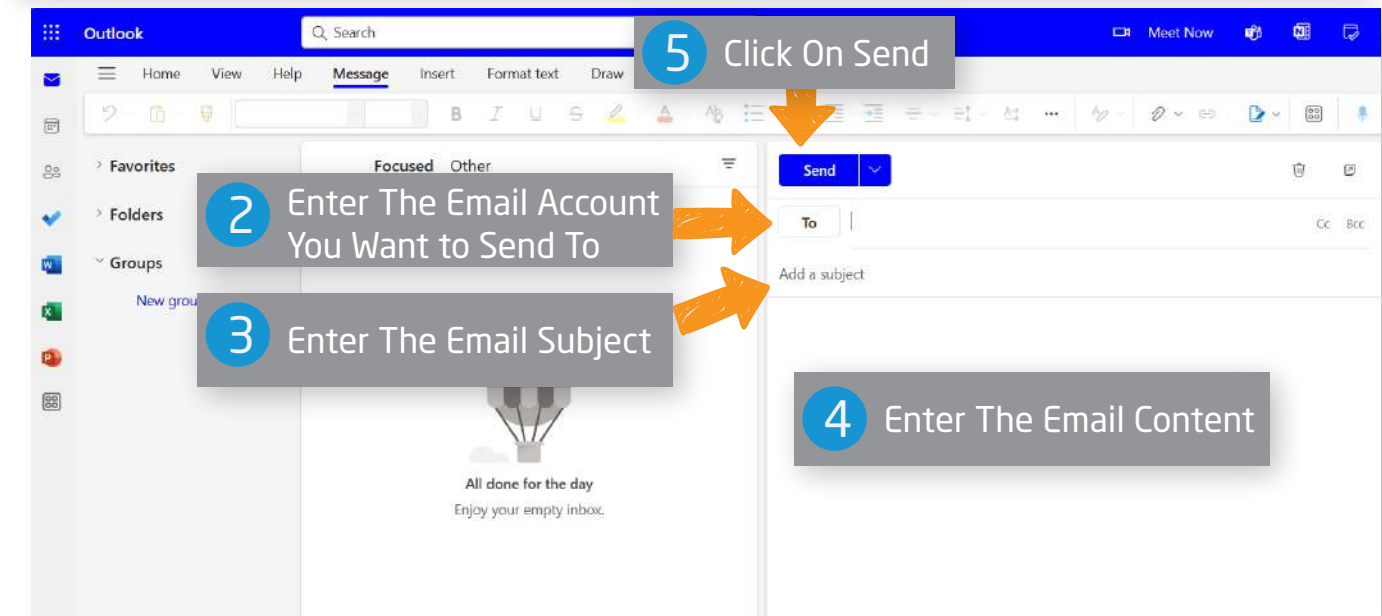
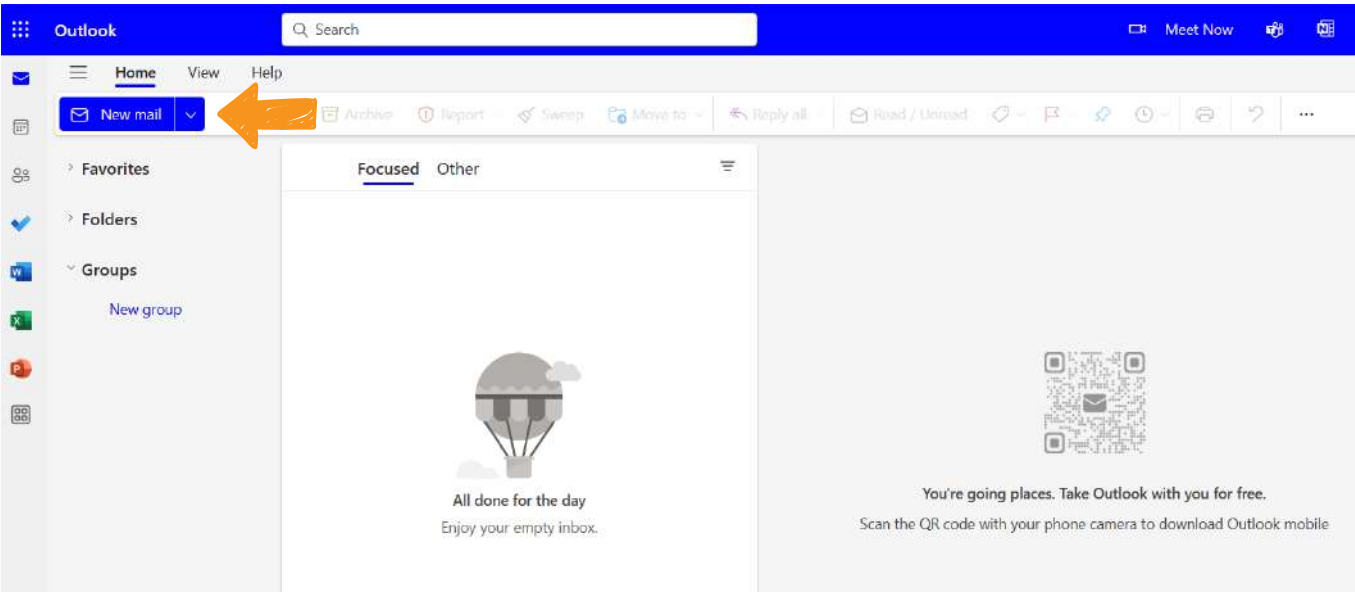
3 Select The **BU Email of Faculty Members**, Then **Start Service**.



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

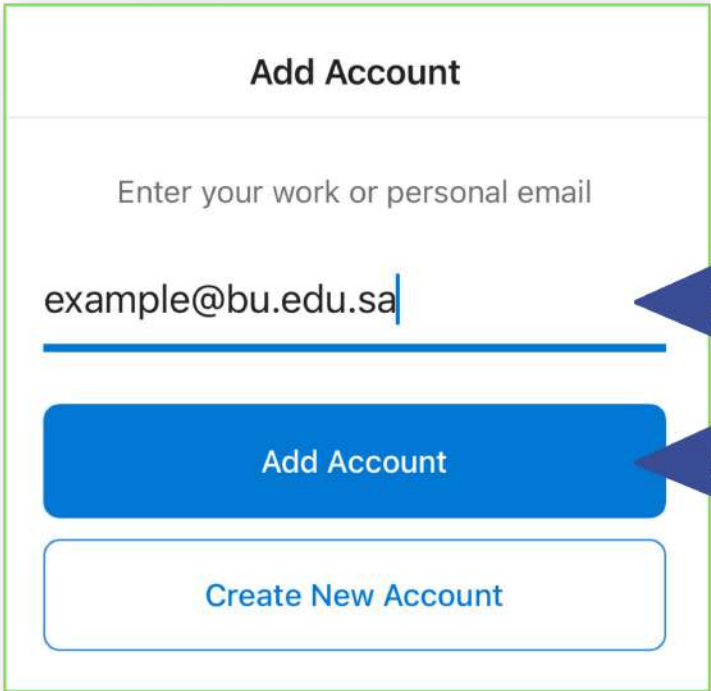


Start Using E-mail on the Smartphone Through the Outlook Application:

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

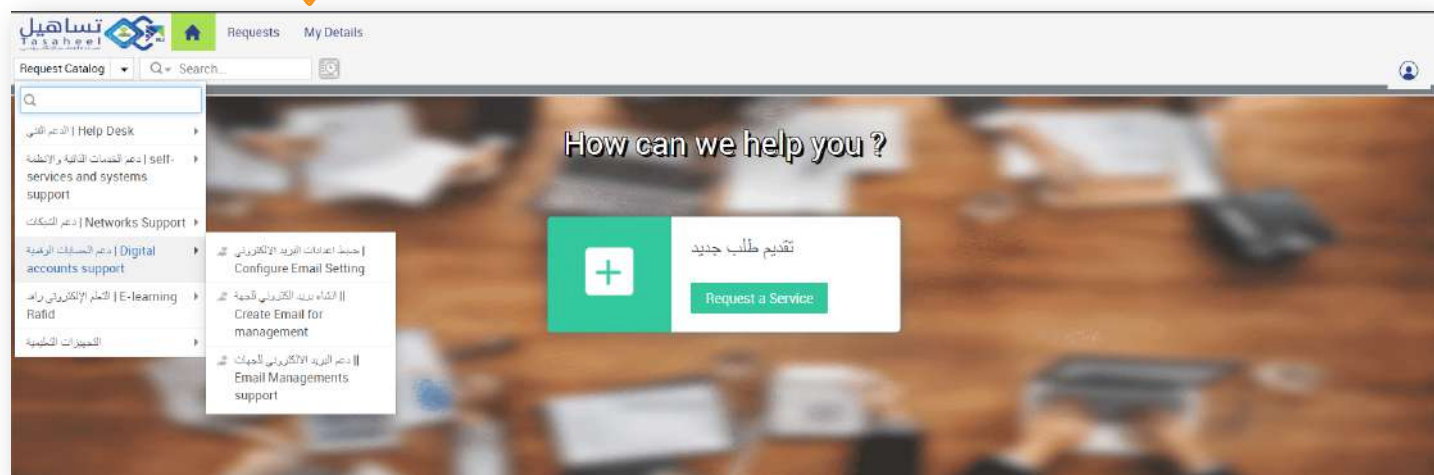
Password

☐ 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
Email Managements support | دعم البريد الإلكتروني لإدارته

Configure Email Setting | ضبط إعدادات البريد الإلكتروني

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

Configure Email Setting | ضبط إعدادات البريد الإلكتروني

Description