

# Using the Student Email System

The university email system provided for students is the Google Gmail email system. This guide explains how to log in and carry out the most commonly used functions. Many lecturers send out important information using the student Gmail system, so try to access it on a regular basis. Your email address is **Pnumber@email.dmu.ac.uk** e.g. **P12345678@email.dmu.ac.uk** A great deal of useful information is available at the Frequently Asked Questions page available via the following site <http://help.dmu.ac.uk>

## How to Log In

Access the Gmail system by selecting the **E-mail, myDMU and Blackboard** link from the library web pages.



**DMU Library**

Welcome to the library.

**Induction to the library**  
As part of introductions to the new academic year, students can make use of library and IT tours and also take part in our grand prize draw as a part of their induction. Check out 'library news' for further details.

**Library Catalogues**  
Search for books, journals, videos and other materials in De Montfort University and other libraries.

**Databases**  
Resources for research and study, most available off-campus with a username and password.

**Subject guides**  
The best databases, internet links and other resources for each subject area.

**E-books, E-journals and exam papers**  
An extensive range of book and journals are available online, along with many exam papers from the last three years.

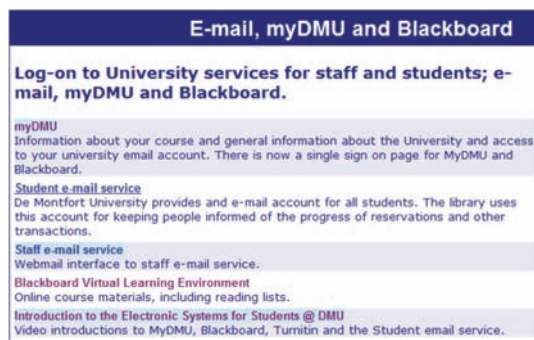
**Netstorage, Library Applications Portal and e-Payments**  
Access files, applications and services on the Library Network from in or outside the University.

**E-mail, myDMU and Blackboard**  
Log-on to University services for staff and students; e-mail, myDMU and Blackboard.

**Search the Internet**  
Links to Google, other internet search engines and gateways.

**Just Ask!**  
The Library's Electronic Enquiry Service.

At the **Log-on to University services for staff and students** page select **Student e-mail service**.



**E-mail, myDMU and Blackboard**

**Log-on to University services for staff and students; e-mail, myDMU and Blackboard.**

**myDMU**  
Information about your course and general information about the University and access to your university email account. There is now a single sign on page for MyDMU and Blackboard.

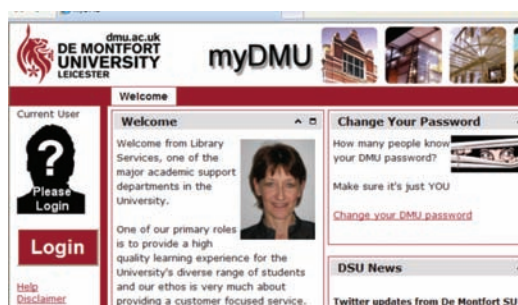
**Student e-mail service**  
De Montfort University provides and e-mail account for all students. The library uses this account for keeping people informed of the progress of reservations and other transactions.

**Staff e-mail service**  
Webmail interface to staff e-mail service.

**Blackboard Virtual Learning Environment**  
Online course materials, including reading lists.

**Introduction to the Electronic Systems for Students @ DMU**  
Video introductions to MyDMU, Blackboard, Turnitin and the Student email service.

The myDMU login page appears, select the **Login** option at the left hand side.



**myDMU**

Welcome

Current User

**Please Login**

**Login**

Welcome from Library Services, one of the major academic support departments in the University.

One of our primary roles is to provide a high quality learning experience for the University's diverse range of students and our ethos is very much about providing a customer focused service.

**Change Your Password**

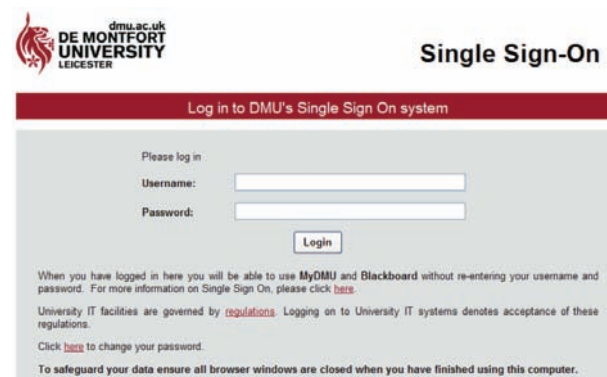
How many people know your DMU password?  
Make sure it's just YOU  
[Change your DMU password](#)

**DSU News**

Twitter updates from De Montfort SU, @dmuoftort

## Single Sign On System

You are now taken to the **Log in to DMU's Single Sign-On system** page. At the **Username** log in box enter your Username (this is your P number e.g. P12345678) then enter your **Password** (this is your date of birth) e.g. 01/01/80. Now click on the **Login** button.



**Single Sign-On**

Log in to DMU's Single Sign On system

Please log in

**Username:**

**Password:**

**Login**

When you have logged in here you will be able to use **MyDMU** and **Blackboard** without re-entering your username and password. For more information on Single Sign On, please click [here](#).

University IT facilities are governed by [regulations](#). Logging on to University IT systems denotes acceptance of these regulations.

Click [here](#) to change your password.

To safeguard your data ensure all browser windows are closed when you have finished using this computer.

## Changing Your Password

Note the **Click [here](#) to change your password** option towards the bottom left of the Single Sign-on page, using this link you can change your email password. Note that as this is a single sign on system your new password also applies to **myDMU** and **Blackboard** but not your library computer login.

At the myDMU page select **Google Sign in**.



**myDMU**

Home | Personal | Course | Living | DMU

Current User

**Announcements**

- Win an iPhone (Student)
- Leicester Student and Graduate Fair (Student)
- Need a room today for self-directed study? (Student)

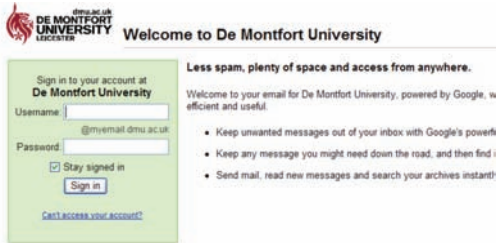
Showing 1 - 3 of 3 First | Previous | Next | Last

**Google**

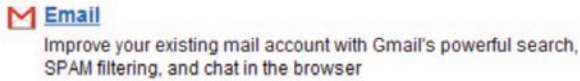
Google Sign In

New Email (latest 5)

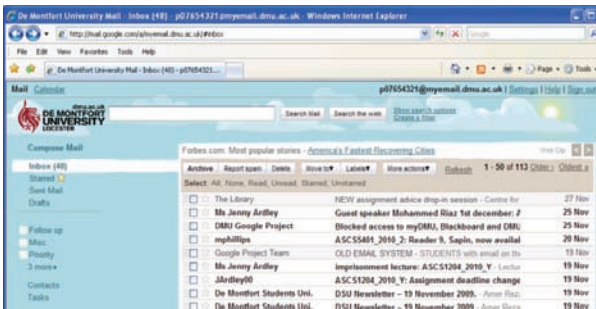
Now Sign in to your account using your student P number and password.



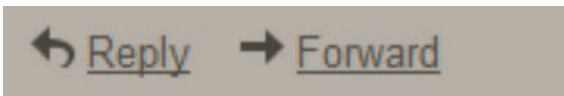
After signing in select the **Email** option.



The Gmail page appears displaying messages. Click on a message to view its contents.



Note the **Reply** and **Forward** options at the bottom of open emails.



To begin writing a new email message, select the **Compose Mail** option.



## Help

You can access Help by selecting the **Help** option towards the top right of the Gmail screen. A great deal of information is also available in the FAQ pages at the following location <http://help.dmu.ac.uk>

## Athens Password

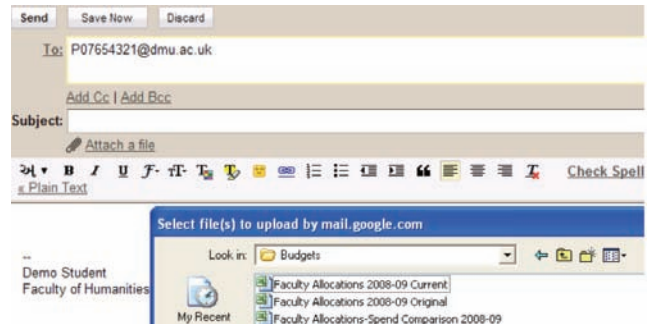
Your Athens password is sent to you via the student email system. This password gives you access to many specialist online databases and journals available via the Library web pages.

## Sending Attachments

Files such as Word documents can be attached to emails and sent using the following procedure.



Click on **Attach a file** the **Select file(s)** to upload window appears, browse through your documents to locate the file to be attached to the email, when located single click it and select **Open**. The file will now be attached to the email message and will be sent along with the email.



## Leaving the Email System

When you wish to leave the email system select the **Sign out** option at the top right of the email screen, you are returned to the Sign in screen, exit this screen to return to the myDMU screen, select the **Logout** option to close the Single Sign-On system.

## Accessing your Email when you are off Campus

You can access your email from outside the university via the library web page at [www.library.dmu.ac.uk](http://www.library.dmu.ac.uk) and following the **E-mail, myDMU and Blackboard** link or by using the following secure link <https://my.dmu.ac.uk>