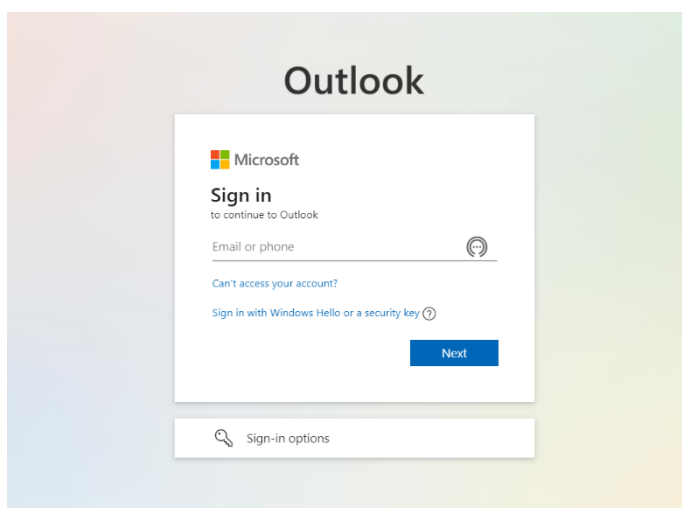


# King's Webmail for new students

Once applicants pay their student deposit, they get a student ID, and their student email (Microsoft 365 account) is created.

## Webmail Client Set Up:

- Go to website <https://outlook.office.com>



- Email: firstname.lastname.stu@kingsu.ca
- Password: "Kings#" followed by the last four digits of your home phone number (taken from your application), then the year, month, and day of your birth (Kings#PPPPYYMMDD) \*If your birth month or birthday is a single digit day, do NOT put a 0 before it, enter the individual number (i.e., January is 1 not 01)

## Password Criteria when changing to a new password:

- Minimum 12 characters
- One capital letter
- One number
- One symbol (except for periods)
- NO DICTIONARY WORDS