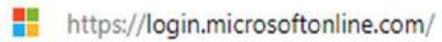


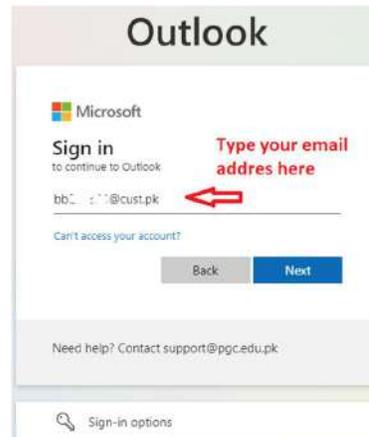


Steps to Configure CUST Student Email ID

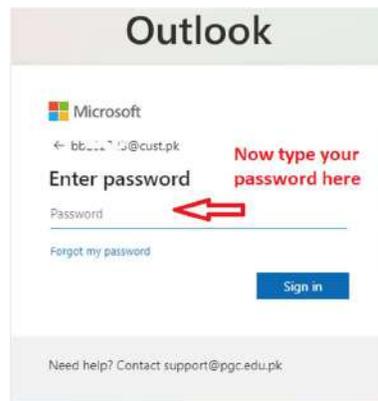
Type <https://login.microsoftonline.com> in your computer browser



Type your email address as shown in the figure.



Type your password as shown in the figure.



Click on 'Sign in' to continue as shown in the figure.





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Type **Current password** as shown in the figure.

Then type a **new password** consisting of 2 special characters (like @\$), 2 Capital letters, 2 small letters and 2 numbers.

After typing the new password, click on '**Sign in**' to continue.

The screenshot shows the Outlook 'Update your password' screen. At the top, it says 'Outlook' and 'Microsoft'. Below that, the email address 'bb.123.456@cust.pk' is displayed. The main heading is 'Update your password', followed by the text: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is located at the bottom right. A dashed blue arrow points from the 'Sign in' button in the text above to the 'Sign in' button on the screen.

Click **Next** to continue.

The screenshot shows the Outlook 'More information required' screen. At the top, it says 'Outlook' and 'Microsoft'. Below that, the email address 'bb.123.456@cust.pk' is displayed. The main heading is 'More information required', followed by the text: 'Your organization needs more information to keep your account secure'. There is a link 'Use a different account' and a 'Learn more' link. A blue 'Next' button is located at the bottom right. A dashed blue arrow points from the 'Next' button in the text above to the 'Next' button on the screen.



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There are two options available to configure / secure the CUST Outlook email ID.

1. Via Phone
2. Via Email

Option 1

For configuring via phone, please select Pakistan as country and type your mobile number in the field like 03330000000

After inserting the mobile number, click on **Next** to continue.

Enter the code, received on your mobile phone, then click on **Next** to continue.

Option 2

For configuring via email, please click on

["I want to set up a different method"](#)



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Select/choose **Email** option from drop down menu.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by...

What phone number would you like to use?

Pakistan (+92)

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#) Skip setup

Choose a different method

Which method would you like to use?

Choose a method

Email

Phone

Now click on **Confirm** to continue.

Choose a different method

Which method would you like to use?

Email

Cancel

Confirm

Type your personal email ID in the box
"What email would you like to use?"

(like @gmail.com, @hotmail.com etc.),
then Next to continue.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Email

What email would you like to use?

example@gmail.com

Next

[I want to set up a different method](#) Skip setup



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Enter the code you have received on your personal email ID and then click on **Next** to continue.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Email

We just sent a code to cust@cust.pk@gmail.com

[Resend code](#)

[Next](#)

[I want to set up a different method](#) [Skip setup](#)

You have successfully configured / secured your CUST email ID. Click on **Done** to continue.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Email cust@cust.pk@gmail.com

[Done](#)

Click on **Yes** to continue.

Outlook

Microsoft

bb200100@cust.pk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

[No](#) [Yes](#)

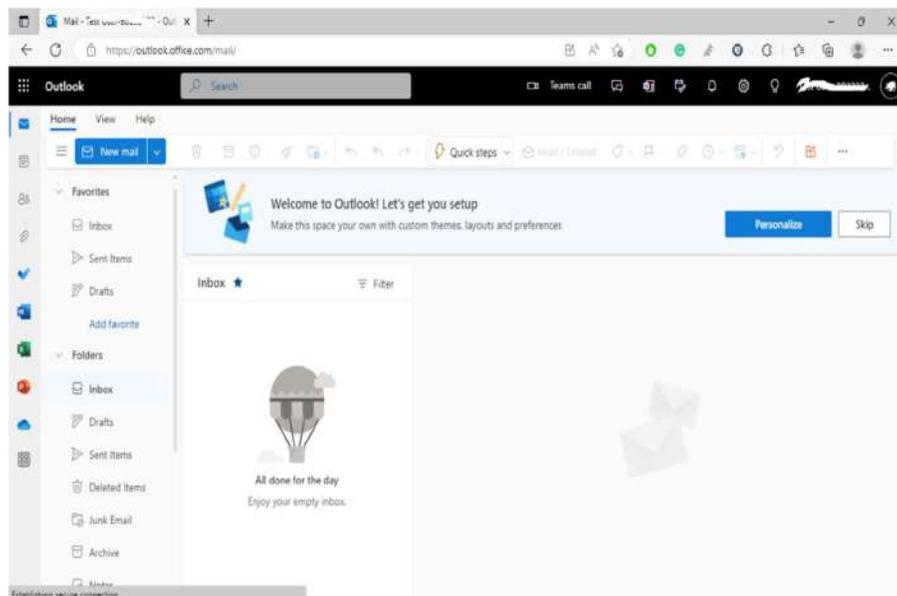
Need help? Contact support@pgc.edu.pk



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Finally, you have logged in to your email account.



THANKS

Prepared by
CUST IT Support Team