



LPU MICROSOFT 365 CAMPUS MAIL

How can I access my M365 campus mail?

1. New students are automatically given M365 campus mail account once officially enrolled.
2. Upperclassmen may verify their M365 campus mail account by sending an email at ict@lpu.edu.ph.

To sign-in to M365 campus mail on the web or mobile app using your **work or school account** (created by ICT Department)

1. Go to **Microsoft 365** sign-in page mail.lpu.edu.ph or in mobile phone by downloading an **Outlook app**
2. Enter your email address (firstname.lastname@lpunetwork.edu.ph) and password for your account
3. Select **Sign In**
4. Set-up your Self-Service Password Reset (SSPR)



Sign in

firstname.lastname@lpunetwork.edu.ph

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next



Self-Service Password Reset Guide



To make sure you can reset your password, we need to collect some information so we can verify who you are.

Here's a quick guide for self-service password reset set up for your reference:



<https://manila.lpu.edu.ph/index.php/announcements/639-office-365-self-service-password-reset>



M365 Productivity Features & Services



What is M365 campus mail and its importance?

It is the LPU email service to which each LPU student, faculty and staff is entitled to have. It gives productivity apps like Outlook, OneDrive, Word, Excel, and PowerPoint, along with intelligent cloud services and world-class security.

Every Lycean is required to have a M365 campus mail account to access the myLPU e-Learning Portal (a Learning Management System), Minecraft Education Edition and a unified communication and collaboration platform using Microsoft Teams that combines persistent workplace chat, video meetings, online classes, file storage (including collaboration on files), and application integration.



M365 Productivity Features & Services

Apps Included



Outlook



OneDrive



Word



Excel



PowerPoint



Microsoft Teams

**SharePoint
Online**

Team Sites | Public Sites

**Exchange
Online**

Outlook | Calendar |
People

**Office
Online**

Word | Excel | PowerPoint
| OneNote

OneDrive Pro

Yammer



50 GB
Mail



25 GB
Personal Storage



M365 Productivity Features & Services

myLPU e-Learning Portal

myLPU e-Learning Portal provides powerful tools to deliver engaging content and activities for learning online.



Take the Lead

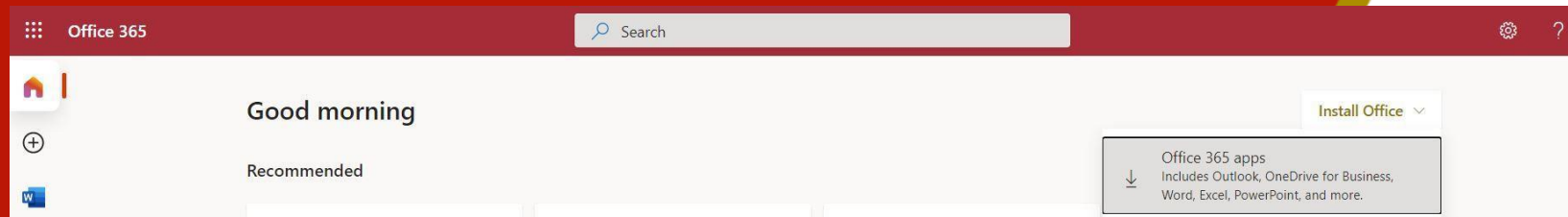




Download and Installation Guide



1. Open your internet browser and go to
Microsoft 365 Link: mail.lpu.edu.ph
2. Sign-in using your Microsoft 365 Campus Mail account
(firstname.lastname@lpunetwork.edu.ph)
3. From the Office Home Page, select **“Install Office”** located in the upper right side of the window.



4. Select **Run/Setup/Save File** (depending on the browser you are using) to start the installation process.
5. Once completed, message window will be prompted saying that ***the Office has been installed.***

Up to **15** devices per user

5 PCs or Mac | 5 tablets | 5 phones

Minimum System Requirement

Computer and Processor

Windows OS: 1.6 GHz or Faster 2-core

Mac OS: Intel Processor

Memory

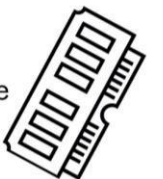
Windows OS: 4 GB RAM;
2 GB RAM (32-bit)

Mac OS: 4 GB RAM

Hard Disk

Windows OS: 4 GB of available disk space

Mac OS: 10 GB of available disk space





**For any concern or assistance,
you may contact ICT Department
through:**

Email: ict@lpu.edu.ph

