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)

Microsoft

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.
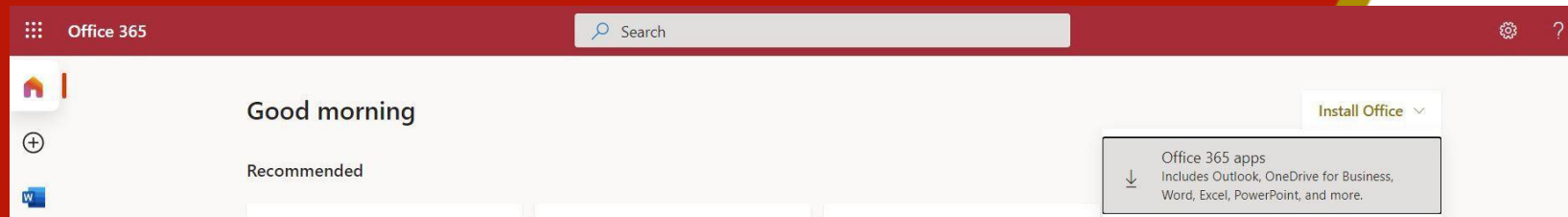
Take the Lead

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*.

Microsoft 365

Up to *15* devices per user

5 PCs or Mac | 5 tablets | 5 phones

Minimum System Requirement

Computer and Processor
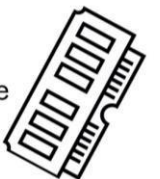Windows OS: 1.6 GHz or Faster 2-core
Mac OS: Intel Processor

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