

# Access Alumni Email

## 1. Alumni Email Account

Your existing email address [s1xxxxxxx@connect.np.edu.sg](mailto:s1xxxxxxx@connect.np.edu.sg) will be converted to the Alumni address format.

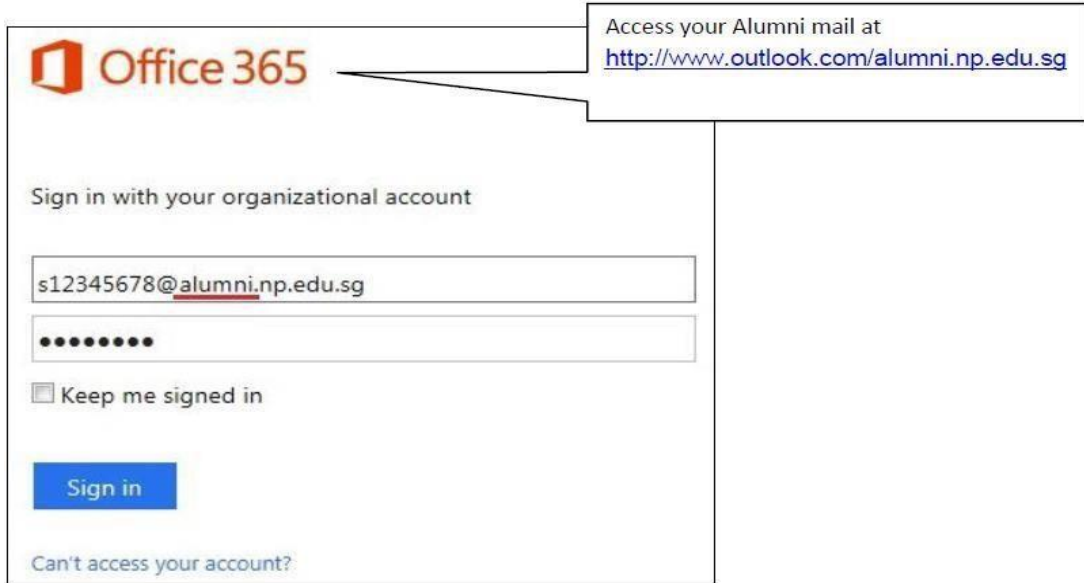
For example:

If your student number is 12345678K, your new email address and login ID will be [s12345678@alumni.np.edu.sg](mailto:s12345678@alumni.np.edu.sg)

Note: **Your password remains unchanged.**

Please use your new Alumni email address to login at

<http://www.outlook.com/alumni.np.edu.sg>



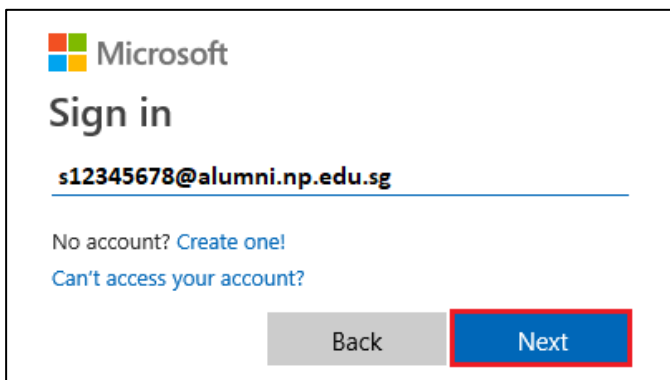
## 2. Your Existing Connect Mail & Contacts

You will continue to see all your current emails from your student Connect Mail when you access your Alumni mailbox. All the current contacts and address books in your student Connect Mail will also be available in your new Alumni mailbox.

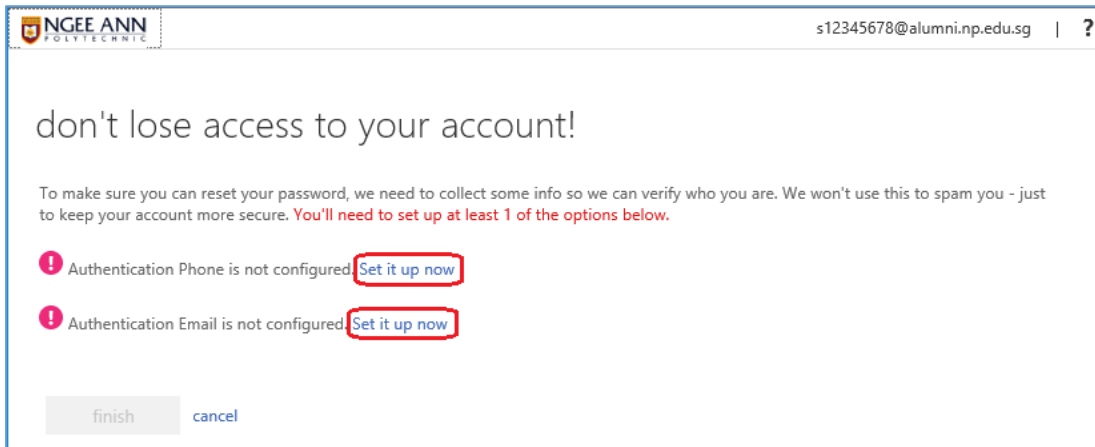
## 3. How to register for password reset

It is necessary to do the following steps so that you can do password reset on your own if you forget password.

1. Go to this [link](#).
2. Login with the email address. Example [s12345678@alumni.np.edu.sg](mailto:s12345678@alumni.np.edu.sg) and click **Next**.



3. Setup your both Phone and Email and then click finish.



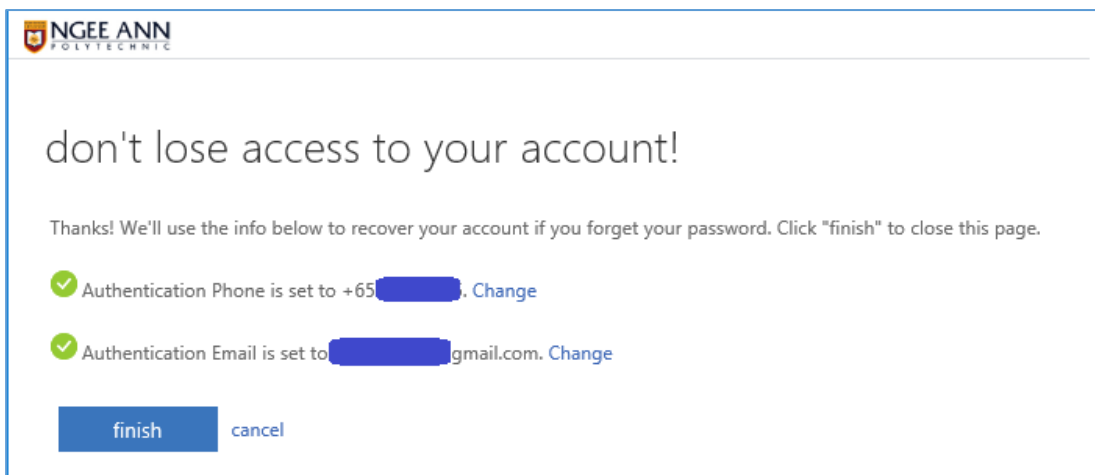
NGEE ANN POLYTECHNIC s12345678@alumni.np.edu.sg | ?

## don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)

4. After your have successfully setup, it will be shown as below.



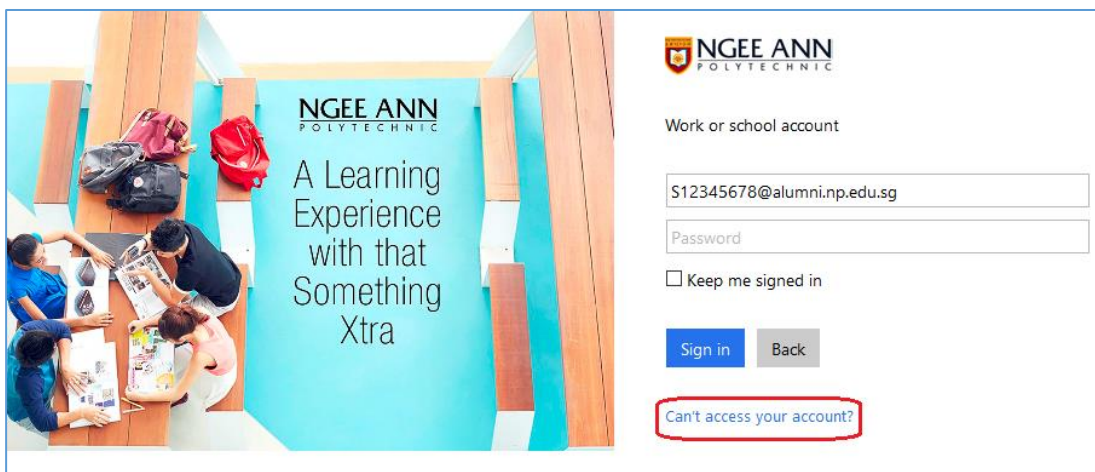
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## don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to +65 [REDACTED]. [Change](#)
- ✓ Authentication Email is set to [REDACTED]gmail.com. [Change](#)

5. Now you have successfully configured your password reset. If you have forgotten your your alumni email password in future, you may simply click on **"Can't access your account"**.



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Work or school account

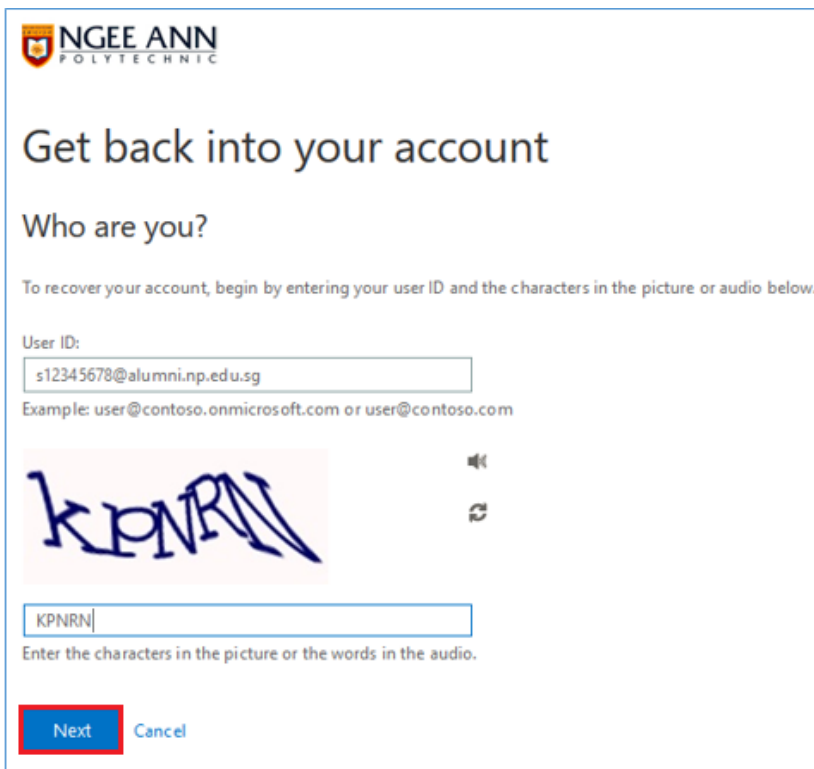
S12345678@alumni.np.edu.sg

Password

Keep me signed in

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

6. You will be prompted with the ID and captcha. Enter the details and click **Next**.



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## Get back into your account

### Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

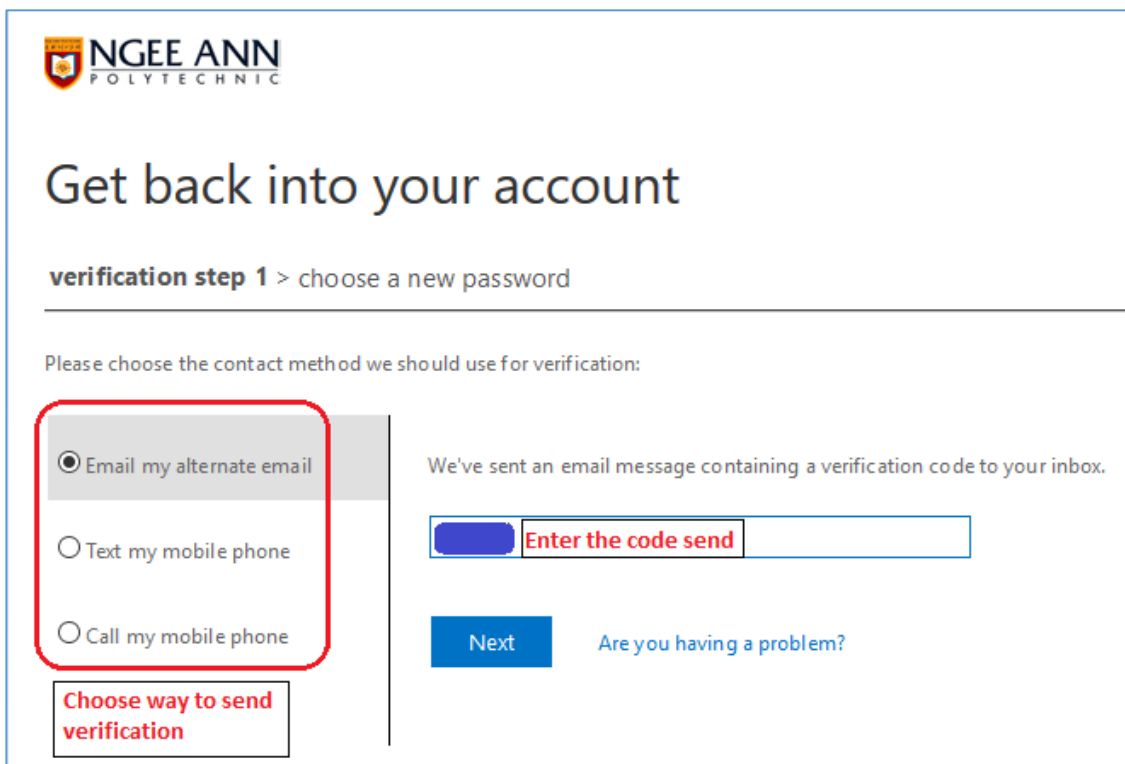
Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

**Next** Cancel

7. You can choose to send the verification code via alternate email, mobile, etc., as shown below. Enter the verification code sent to you.



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## Get back into your account

### verification step 1 > choose a new password

Please choose the contact method we should use for verification:

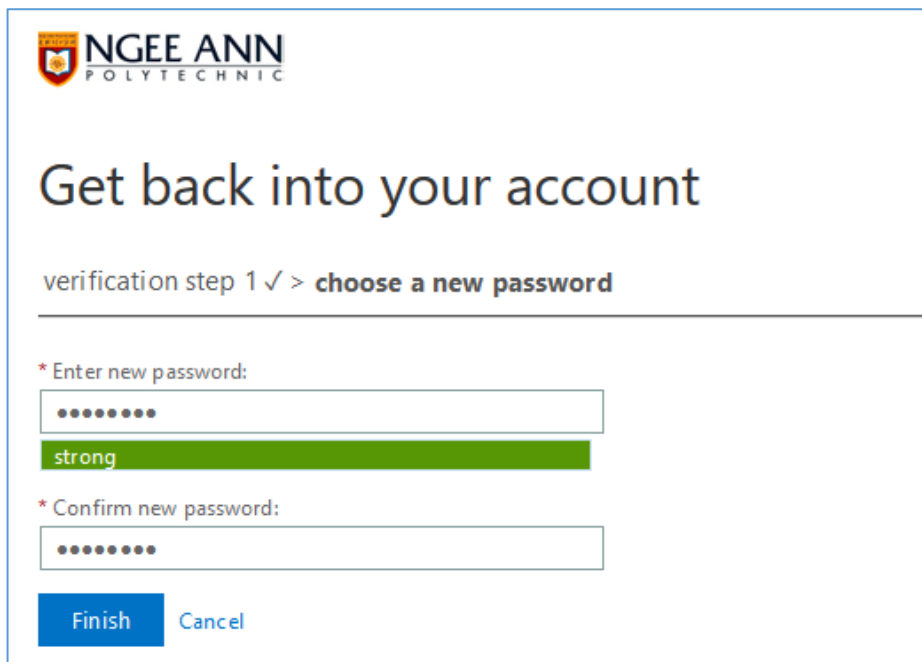
- Email my alternate email
- Text my mobile phone
- Call my mobile phone

We've sent an email message containing a verification code to your inbox.

**Next** Are you having a problem?

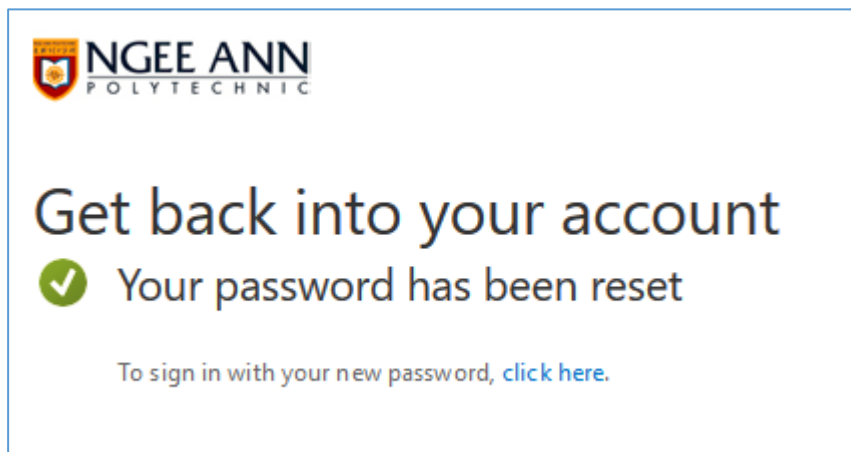
**Choose way to send verification**

8. You will be prompted to enter the new password.



The screenshot shows the Ngee Ann Polytechnic logo at the top left. Below it, the text "Get back into your account" is displayed in a large, dark font. Underneath, a progress indicator shows "verification step 1 ✓ > choose a new password". The form contains two input fields: the first is labeled "\* Enter new password:" and contains a password of eight dots, with a green bar below it indicating the password strength as "strong"; the second is labeled "\* Confirm new password:" and also contains eight dots. At the bottom of the form, there are two buttons: a blue "Finish" button and a grey "Cancel" button.

9. After successfully set your new password, the following will be shown.



The screenshot shows the Ngee Ann Polytechnic logo at the top left. Below it, the text "Get back into your account" is displayed in a large, dark font. Underneath, a green checkmark icon is followed by the text "Your password has been reset". Below this, a smaller line of text says "To sign in with your new password, [click here](#)."