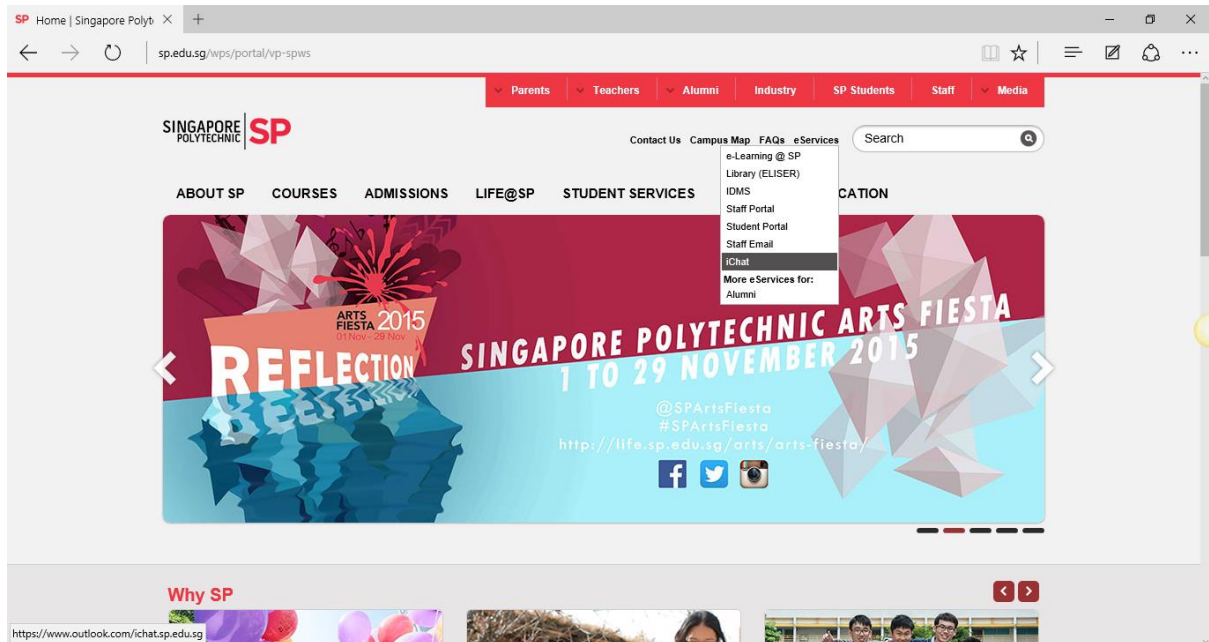
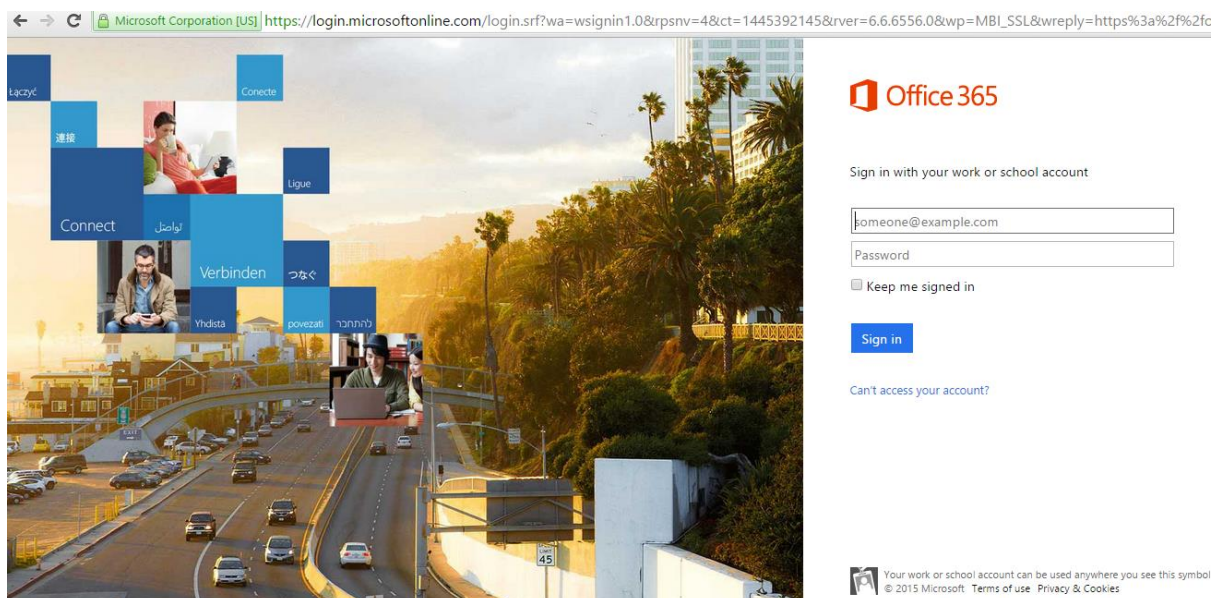


Accessing your iChat email

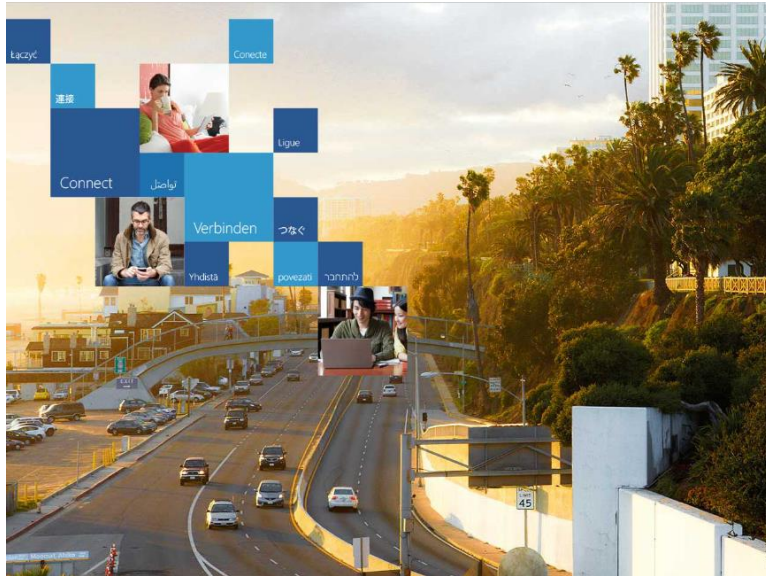
1. To access ichtat email, please enter <https://www.outlook.com/ichtat.sp.edu.sg> in your web browser or select “iChat” from eServices at Singapore Polytechnic Home Page (www.sp.edu.sg)



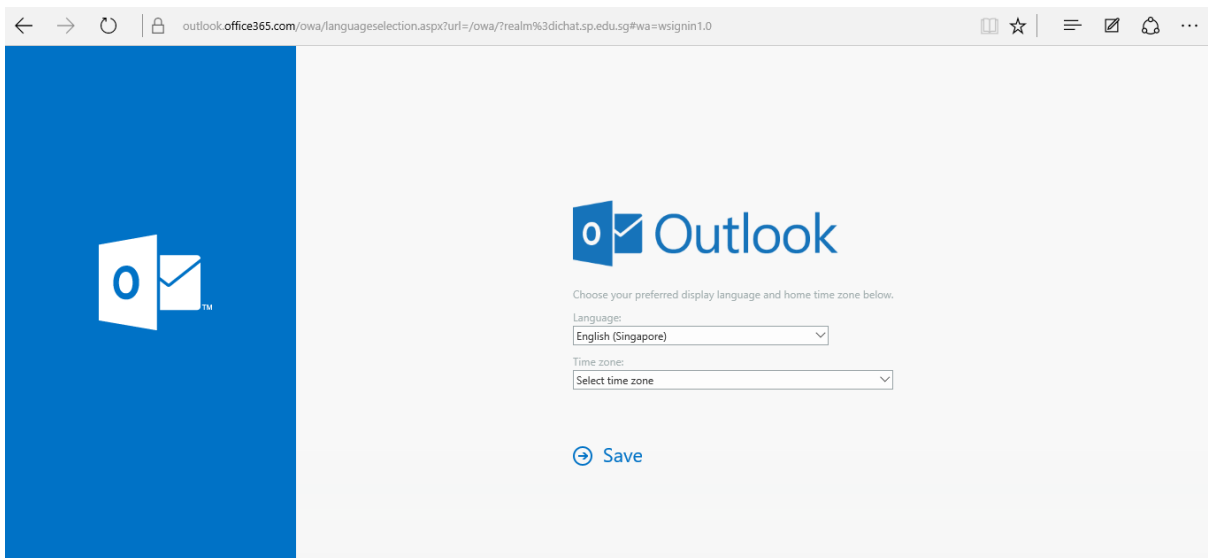
2. You will be able to see the following screen which is the iChat Main Page. Your iChat email will be your student id (e.g P7xxxxxx@ichtat.sp.edu.sg) and the initial password will be your NRIC/FIN/Passport number (e.g S8500000C)

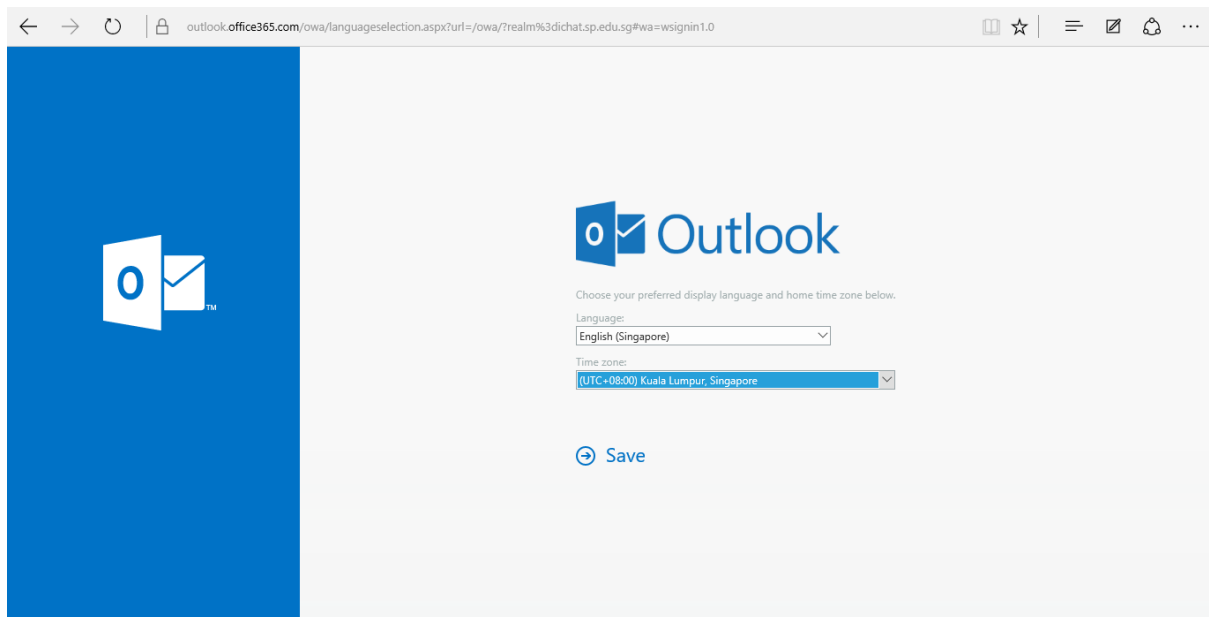


3. You will be prompted to change password. Please enter your initial password and your new password and then click on “Update password and sign in” button to continue



4. After the changing of password, iChat will prompt you to select Language and time zone



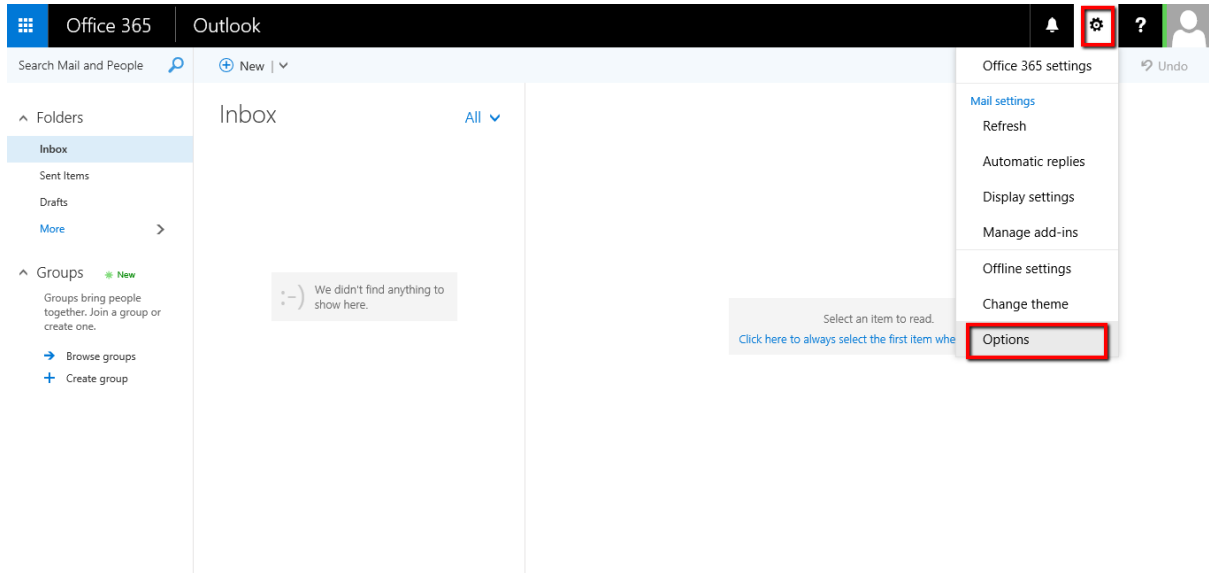


5. After this, your iChat email account is ready.

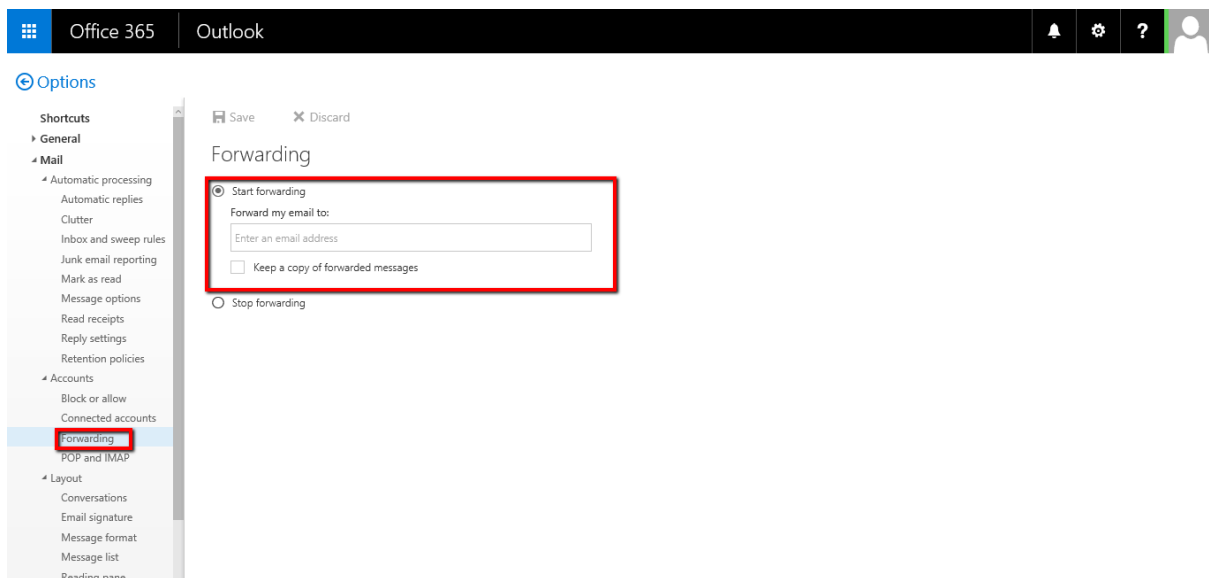
Should you encounter any issue, please do not hesitate to contact;
SPICE SERVICE DESK
Phone: 6772 1260 (Monday to Friday, 8am to 6pm)
Email: ServiceDeskMail@sp.edu.sg

How to forward your ichtat email to another email account

1. Click on the Options as show in the following screen



2. Click on the Forwarding and then click on the “Start forwarding” radio button.



3. Enter the email address you want to forward the email to and click on the radio button “Keep a copy of the forwarded message” and then click on the save button.



Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
- Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
- Layout
 - Conversations
 - Email signature
 - Message format
 - Message list

Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages

Stop forwarding