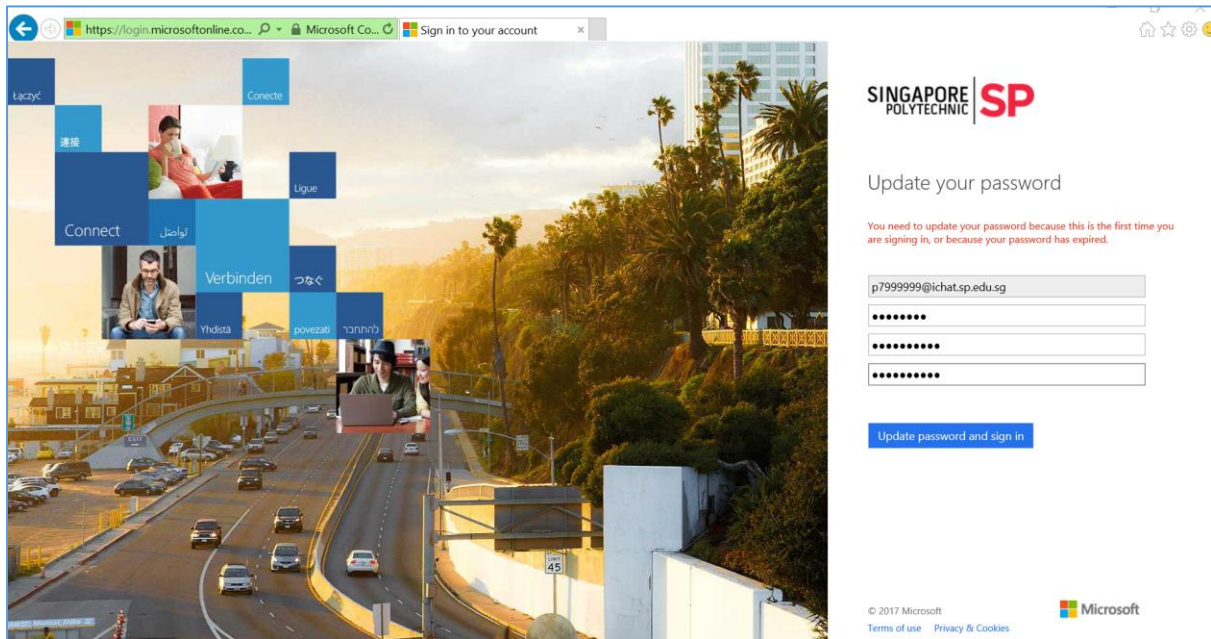
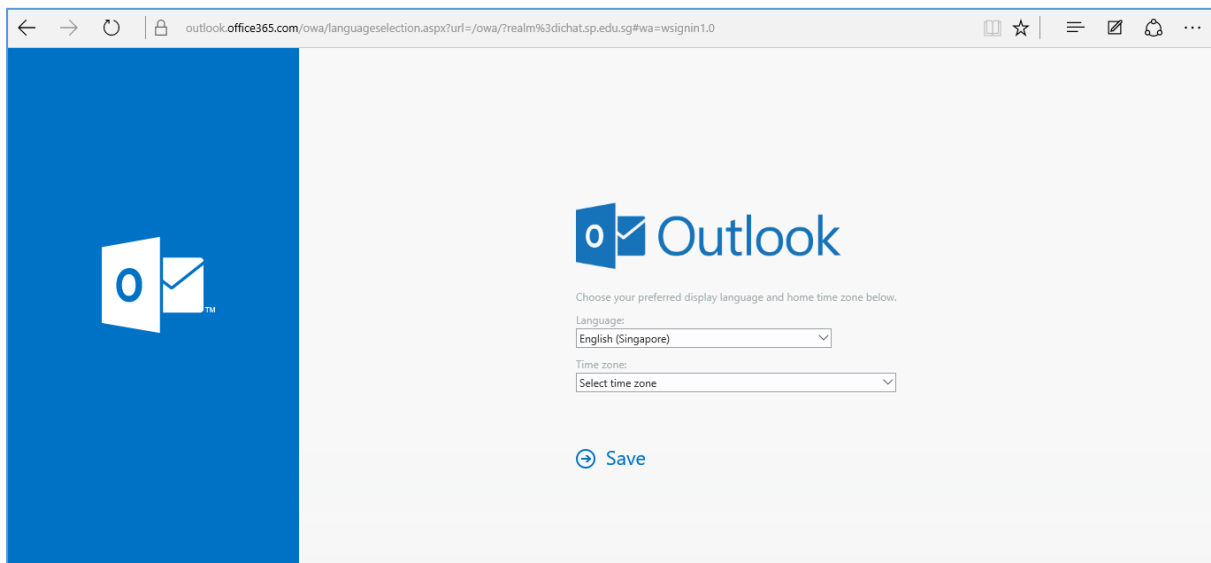


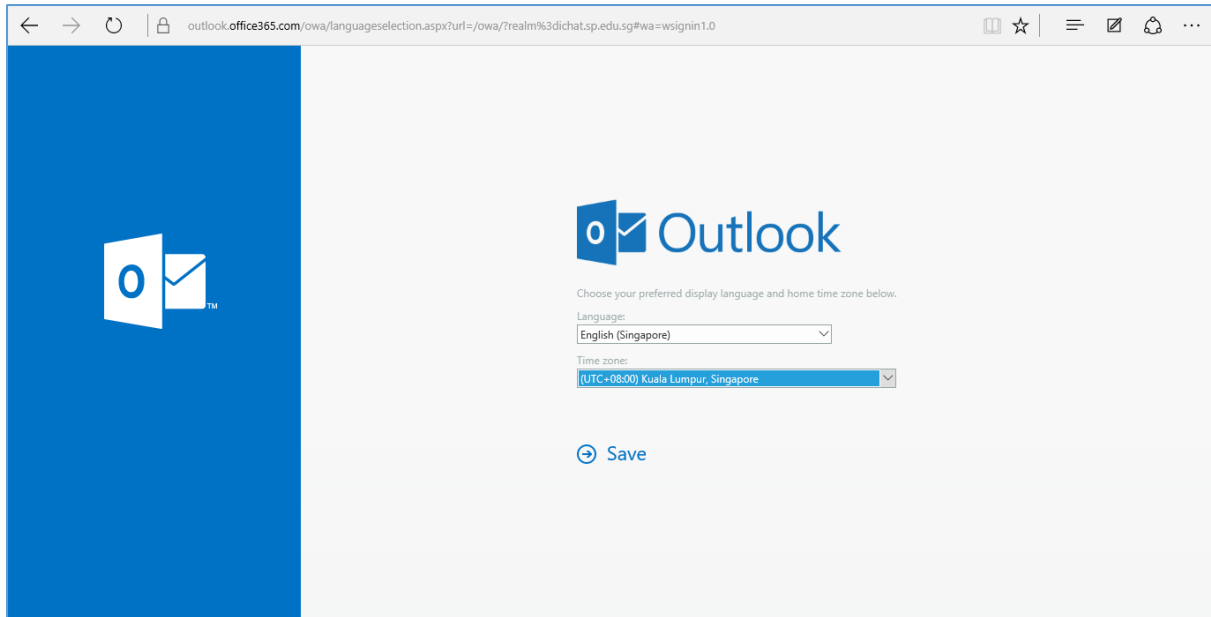
3. You will be prompted to change password. Please enter your initial password and your new password and then click on “Update password and sign in” button to continue



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



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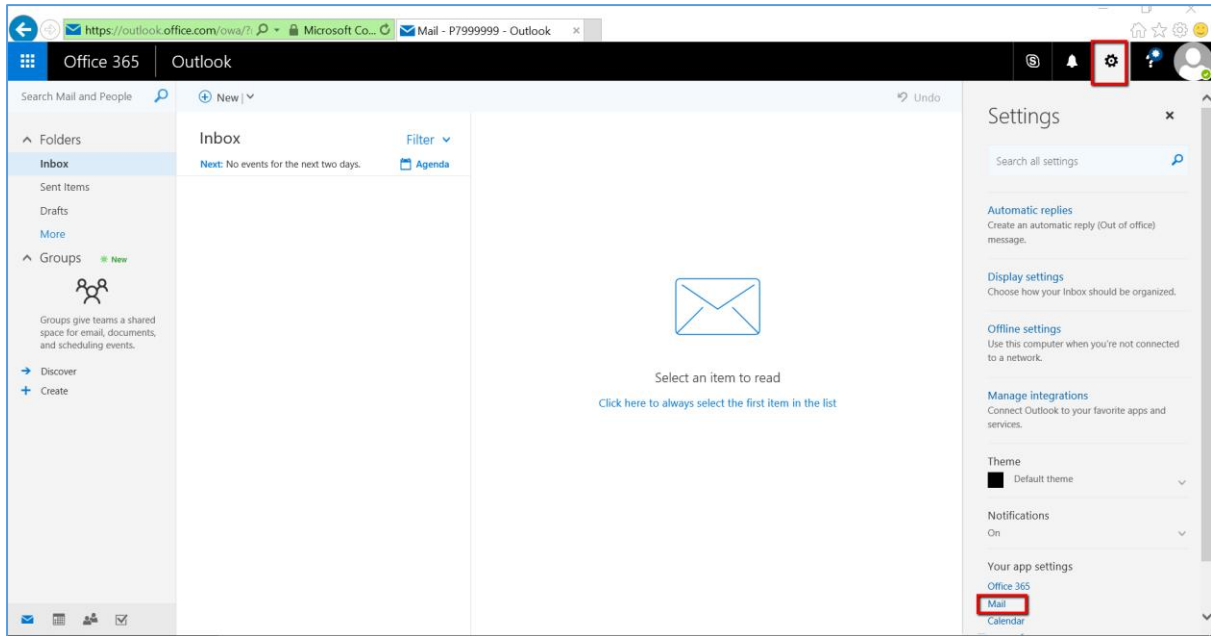


5. After this, your iChat email account is ready.

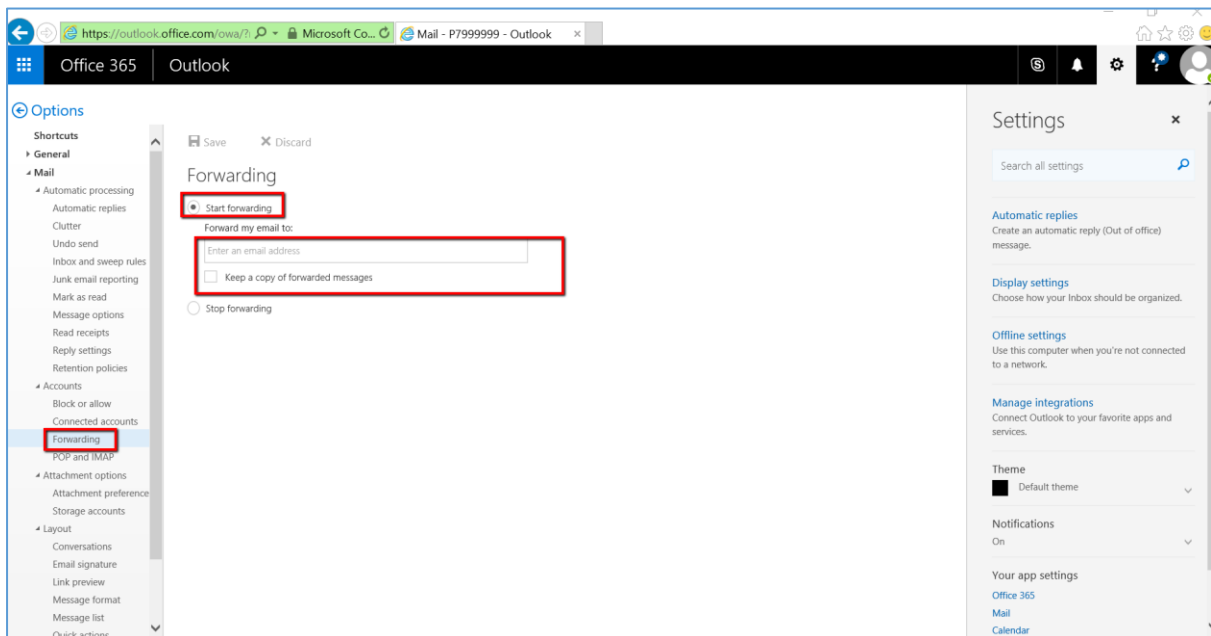
Should you encounter any issue, please do not hesitate to contact;
SPICE SERVICE DESK
Phone: 6772 1260 (Monday to Friday, 8am to 6pm)
Email: ServiceDeskMail@sp.edu.sg

How to forward your ichtat email to another email account

1. Click on the Options icon and the Mail hyperlink 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.

Official (Open), Non-Sensitive

