How you change your Password

1- *Go to Change Password Page* https://exmail.ibnsina.edu.sa/ecp

Exchange Admin Center

User name:

`1111111111@ibnsina.edu.sa`

Your User Name

Your Academic Number@ibnsina.edu.sa

Password:

Abcd@1234

→ sign in
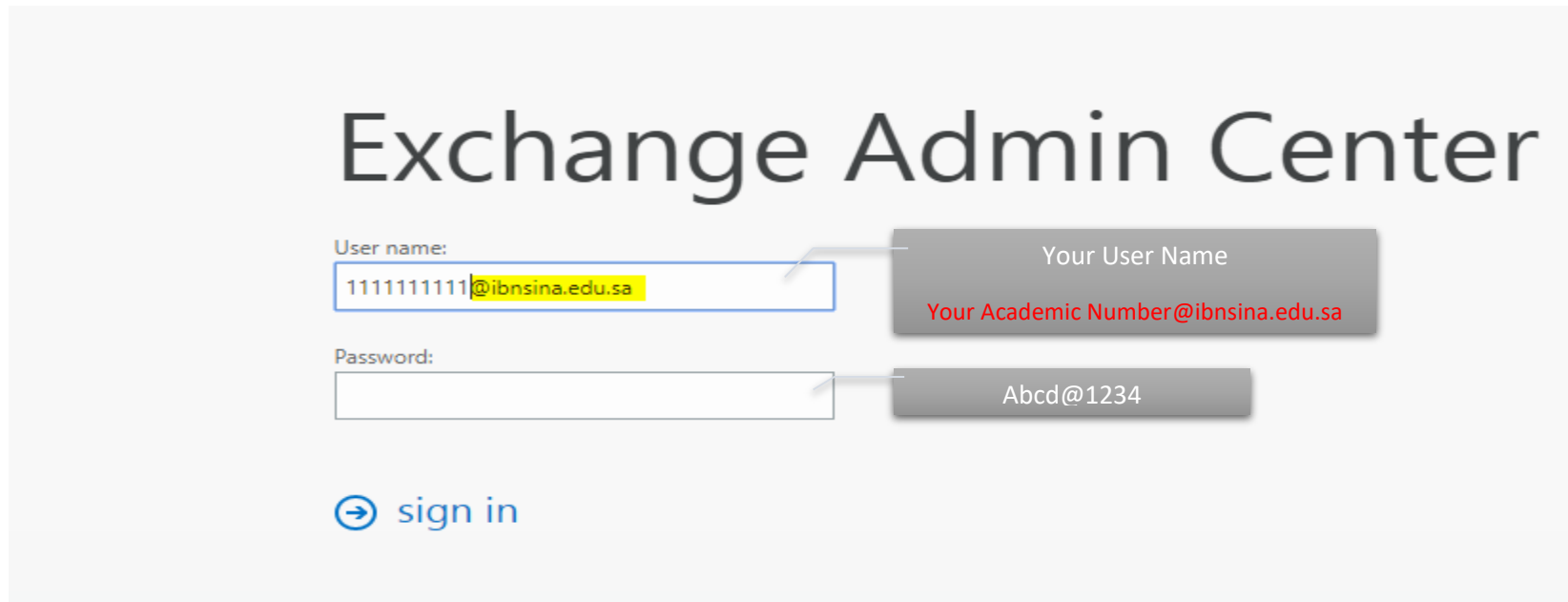
2- *Access to your Account and go to* (Change Your Password)

options

| my account |

account

organize email

groups

site mailboxes

settings

Photo

shortcuts to other things you can do

Set up an automatic reply message

Connect your mobile phone or device to your account

Connect Outlook to this account

Change your password

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3- Now Change your Password and save.

mail   calendar   regional   password

change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.
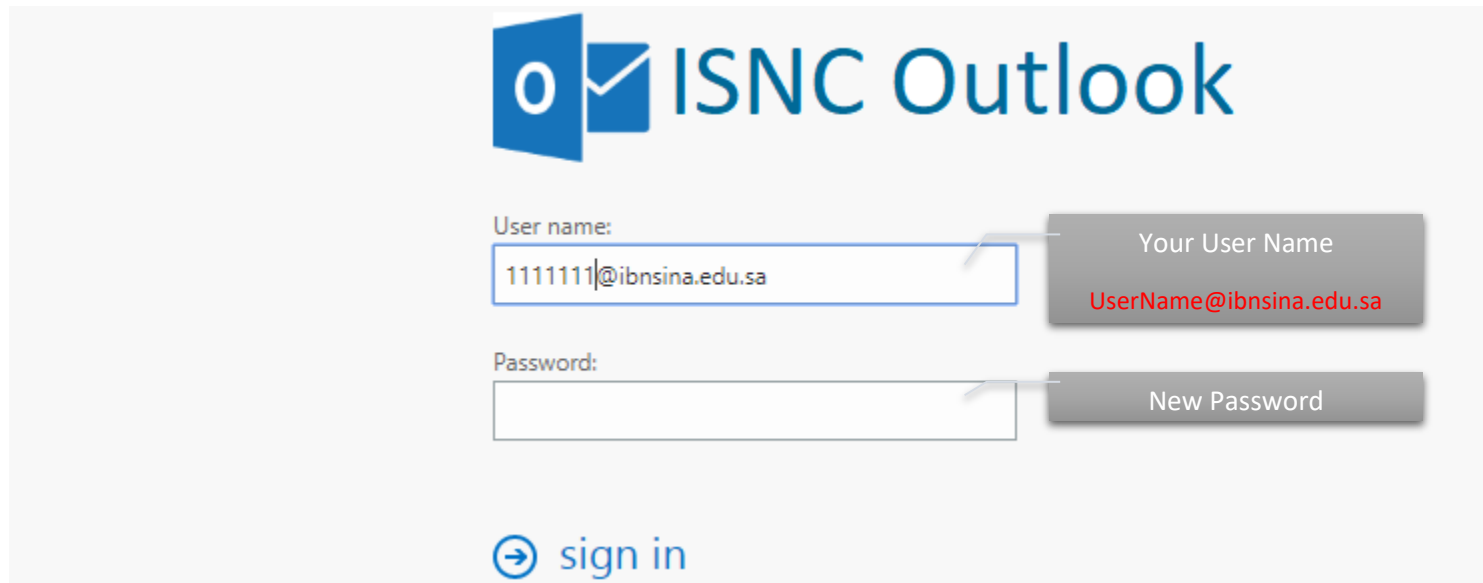
Domain\user name: IBNSINA\

Current password: ① 1

New password: ② 2

Confirm new password: ③ 3

Save   ④ 4

4- Now access to Self-service system with the new password.

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5- After changing your password go to https://exmail.ibnsina.edu.sa

ISNC Outlook

User name:

1111111@ibnsina.edu.sa

Your User Name

UserName@ibnsina.edu.sa

Password:

New Password

→ sign in

6- **Email us on (support@ibnsina.edu.sa):**

- my name / Ali Ali Ali
- Academic Number / 1111112
- ID National Or Iqama Number/ 1111111111
- Phone Number/0555555555

- ***Password Protection Policy***

1- **Passwords must not be shared with anyone, including supervisors and coworkers.**
2- **All passwords are to be treated as sensitive and confidential information.**
3- **Passwords must not be inserted into email messages, Alliance cases or other forms of electronic communication,**
   No disclosed over the phone to anyone.
4- **Do not use the "Remember Password" feature of applications (for example, web browsers).**
5- **Any user suspecting that his / her password may have been compromised must report the incident and change all passwords.**

For support, you can Email Us: _support@ibnsina.edu.sa_

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