



دليل كيفية الدخول الى البريد 365 والتوقيع الإلكتروني



Outlook

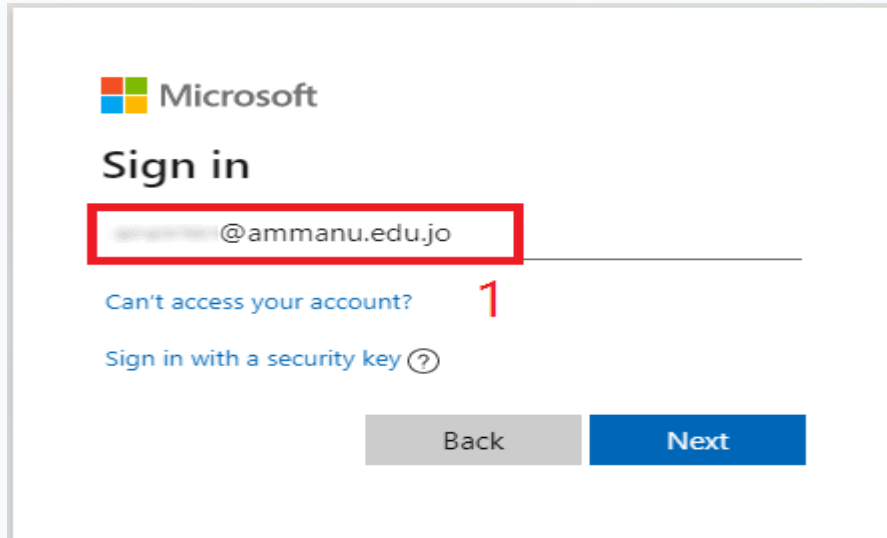
كيفية الدخول الى البريد الإلكتروني

The screenshot shows the Amman University website. The address bar contains 'ammanu.edu.jo/ARABIC/HOME/HOME.ASPX' with a red box around it and a '1' next to it. The navigation menu includes 'الخدمات الإلكترونية' (Electronic Services) which is highlighted with a red box and a '2' next to it. Below the navigation menu, there is a banner for 'البريد الإلكتروني أوفيس 365' (Outlook 365) with a red box around it and a '3' next to it. The banner also includes the text 'نظام المراسلات و الأرشفة الإلكترونية' (Electronic Mail and Archiving System) and 'بوابة الجامعة الإلكترونية' (Electronic University Portal).

1. اذهب الى www.ammanu.edu.jo

2. الخدمات الإلكترونية (Electronic Services)

3. البريد الإلكتروني أوفيس 365 (Outlook 365)

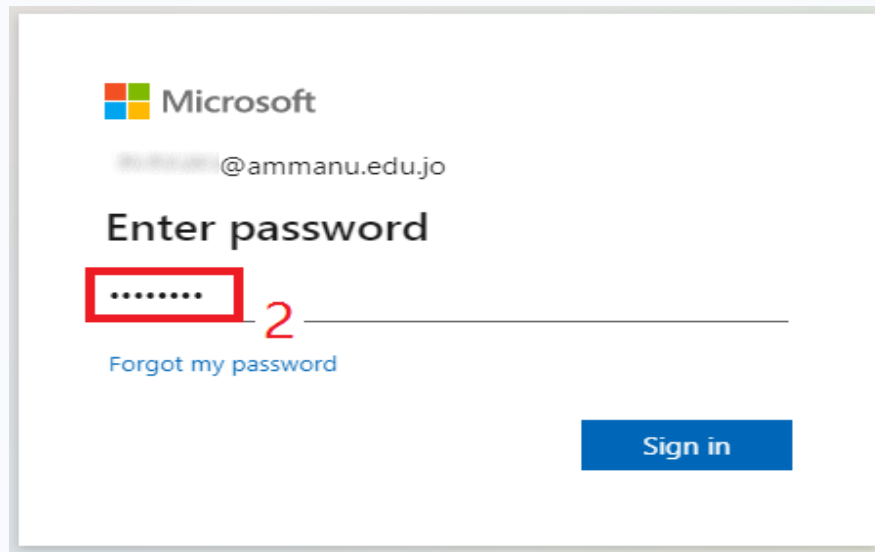


Microsoft
Sign in

[Can't access your account?](#) 1

[Sign in with a security key](#) ?

[Back](#) [Next](#)



Microsoft
.....@ammanu.edu.jo

Enter password

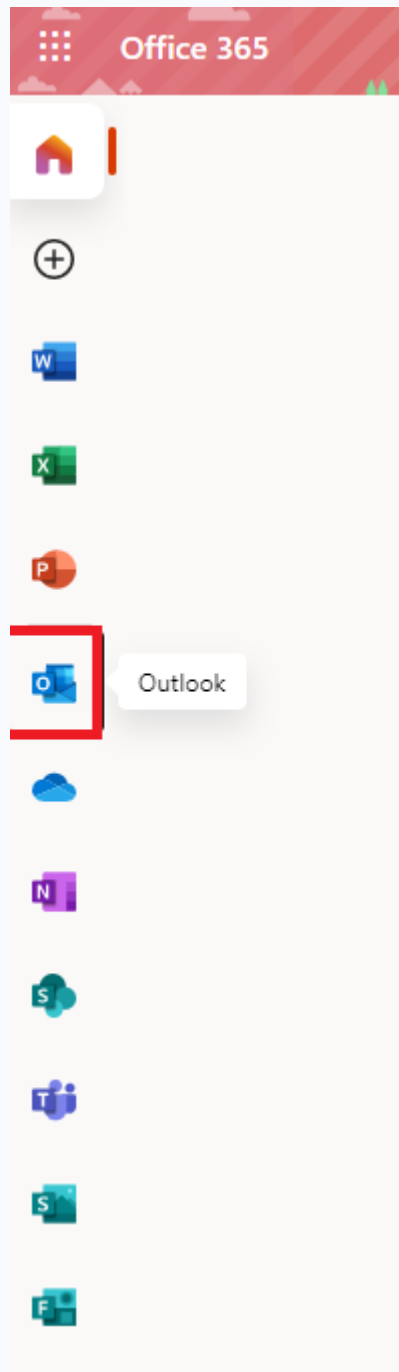
2

[Forgot my password](#)

[Sign in](#)

1. أدخل الرقم الوظيفي / الرقم الجامعي (Id @ammanu.edu.jo) ثم اختر Next

2. كلمة المرور الخاصة بك ثم اختر Sign in



كيفية إنشاء توقيع إلكتروني

The screenshot shows the Outlook 365 interface. In the top right corner, a gear icon representing settings is highlighted with a red box and labeled with a red arrow and the number '1'. On the right side, the 'Settings' pane is open, and the link 'View all Outlook settings' is highlighted with a red box and labeled with a red arrow and the number '2'. The main email list is visible on the left, and the center pane shows a message selection screen with the text 'Select an item to read' and 'Nothing is selected'.

1. اختر ايقونة ⚙️

2. اختر view all outlook settings

Settings

Search settings

General

Mail

Calendar

People

View quick settings

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME



Groups

Compose and reply

Email signature

Create a signature that will be automatically added to your email messages.

Prof. Khalid Alkaabneh
*Vice President for Scientific Faculties Affairs,
 Dean of Scientific Research
 Director of Hourani e-Learning Center (HEC).
 Al-Ahliyya Amman University
 e-mail: k.alkaabneh@ammanu.edu.jo
 Tel: +962 5 3500211 ext. 2428*

Automatically include my signature on new messages that I compose
 Automatically include my signature on messages I forward or reply to

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

Always show Bcc
 Always show From

Save Discard

1. اختر Mail

2. اختر Compose and Reply

3. ضع النص

4. اضغط Save

Prof. Khalid Alkaabneh

→ Name { Calibri, Size :14, Bold, Color (0,32,96) }

*Vice President for Scientific Faculties Affairs ,
Dean of Scientific Research*

→ Position { Calibri, Italic, Size :12, Color (0,112,192) }

*Director of Hourani e-Learning Center (HEC).
Al-Ahliyya Amman University*

→ Department {Calibri, Italic, Size :12, Color (0,112,192)}

e-mail: k.alkaabneh@ammanu.edu.jo

→ Email { Calibri, Italic, Size :12, Color (0,112,192) }

Tel: +962 5 3500211 ext. 2428

→ Tel { Calibri, Italic, Size :12, Color (0,112,192) }



→ Logo

الترتيب

(Employee Name, position, Department, Faculty, Email, Tel, Logo)