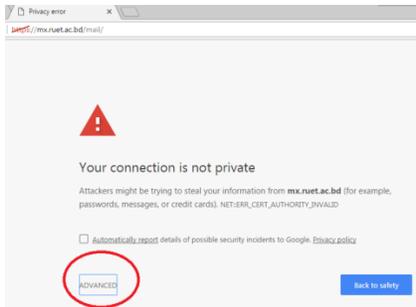


REGISTRATION MANUAL FOR NEW WEB MAIL

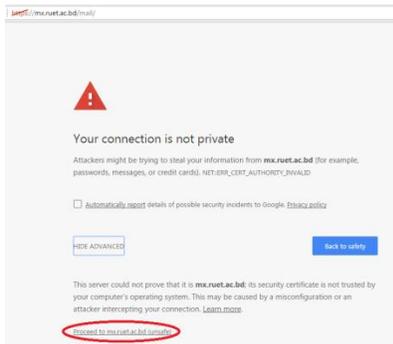
Step 1: Open Google Chrome browser and go to mx.ruet.ac.bd/webmail

Step 2: If browser shows the following image you click the circled ADVANCED link.

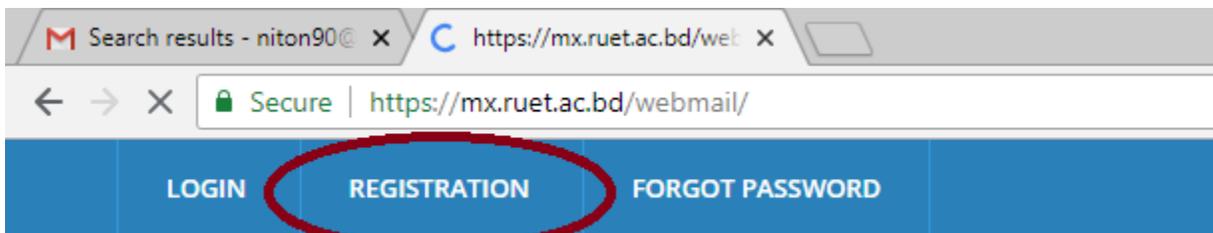
Otherwise go to step 4.



Step 3: Click the circled options.



Step 4: Click the REGISTRATION options



Step 5: Fill up Registration Form (All fields are mandatory)

- a. Choose your Department. For example, if you are in Civil Department select Civil Engineering.
- b. Write Username. For example, if you are Prof. Dr. XXX in Civil Department just write xxx. Your email address will be xxx@ce.ruet.ac.bd.
- c. Write Recovery Email Address. For example if you have an active email address xxx90@gmail.com you have to write xxx90@gmail.com. Some links will be sent into the active email address. These may be in INBOX or SPAM. So you should check SPAM folder also.
- d. Write Full Name.
- e. Write Designation.
- f. Write Mobile No.

Step 6: Click the Register Button.

Step 7: Check Recovery Email. For given example check INBOX or SPAM in xxx90@gmail.com. A verification link will be appeared. Click the link.

Step 8: Wait for Admin Approval.

Step 9: Check Recovery Email for new RUET email address and password. Password should be changed at the first login for your security.

If any problem you may call S. Mustafa Kamal at 01710750703.