



AAML IT Department

AAML Domain Login & Office 365 Access Guide

Step 1. Go to the login screen

When Windows is ready, you'll see the **lock screen**.

1. Press any key, click the mouse, or press **Ctrl + Alt + Del**.
2. The **sign-in screen** appears with a place to enter your password.

Step 2. Confirm you are on the AAML domain

On the sign-in screen, you should see something like:

- **User name**
- **Password**
- At the bottom: **Sign in to:** **AAML** as shown in the screenshot below.

Step 3. Enter your AAML username

In the **User name** box:

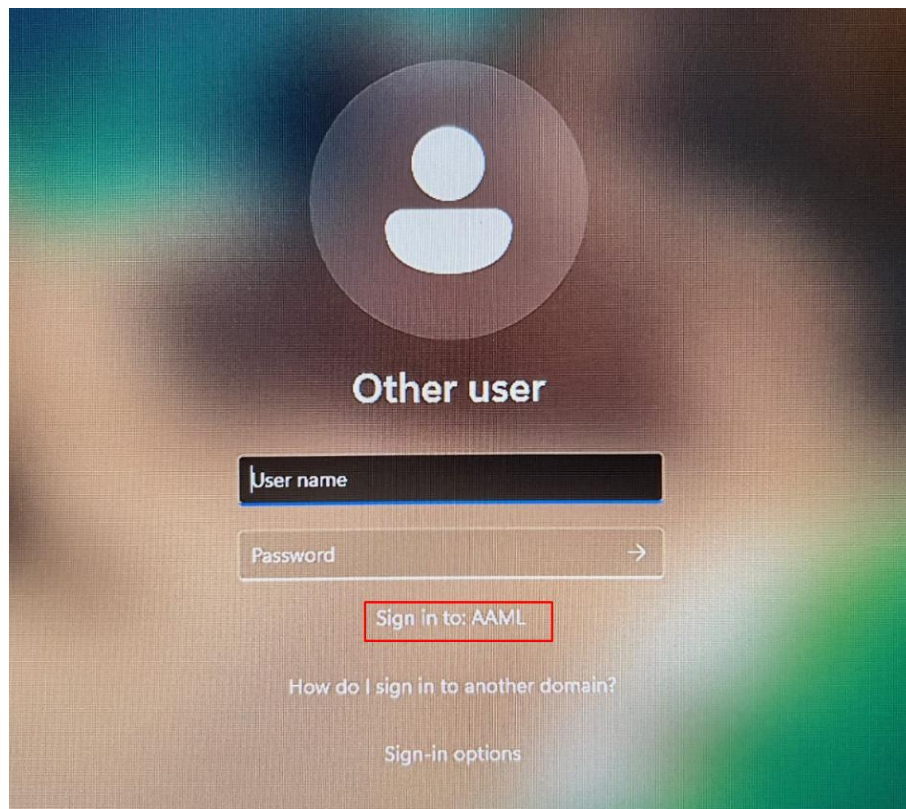
- Type your **AAML username**.
 - **Example:** Talal. Almutairi

Step 4. Enter your password

In the **Password** box:

- Type your **Password**

Make sure **Caps Lock** is not accidentally on.



Step 5. Sign in

1. Click the **arrow** button next to the password box **or** press **Enter** on the keyboard.
2. At this stage system will ask you to change the password.
3. The password must be complex and at least 10 characters long
Example: SkyBlue\$2358
4. Now your password has been changed and ready to access email.

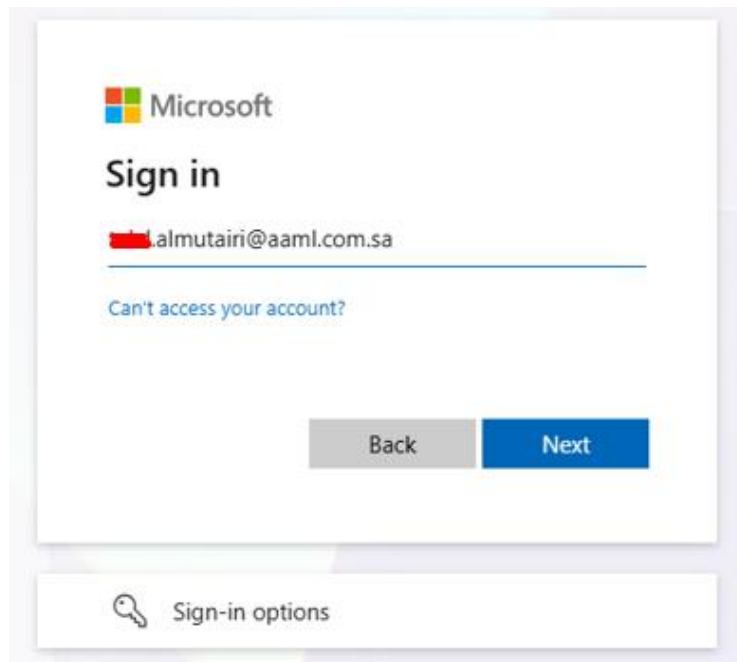
Step 6. Desktop loaded

After successful login, you'll see the **Windows desktop** with the AAML applications and icons.

Step 7. Login to Office 365

[Click here to login office 365](#)

Provide your email as showing below

A screenshot of the Microsoft Office 365 sign-in page. The page features the Microsoft logo at the top left, followed by the text "Sign in". Below this, there is a text input field containing the email address "l.almutairi@aaml.com.sa". Underneath the input field is a link that says "Can't access your account?". At the bottom of the main sign-in area, there are two buttons: a grey "Back" button and a blue "Next" button. Below the main sign-in area, there is a separate box with a key icon and the text "Sign-in options".

Microsoft

Sign in

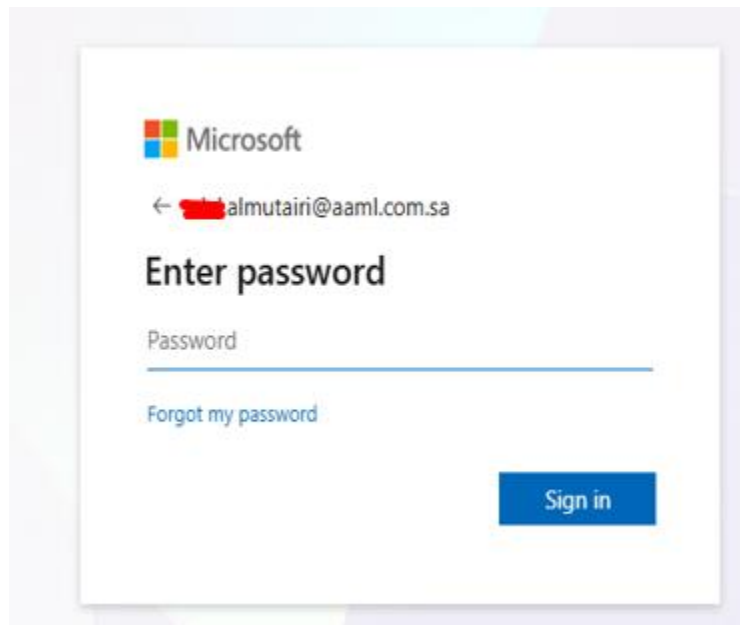
l.almutairi@aaml.com.sa

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

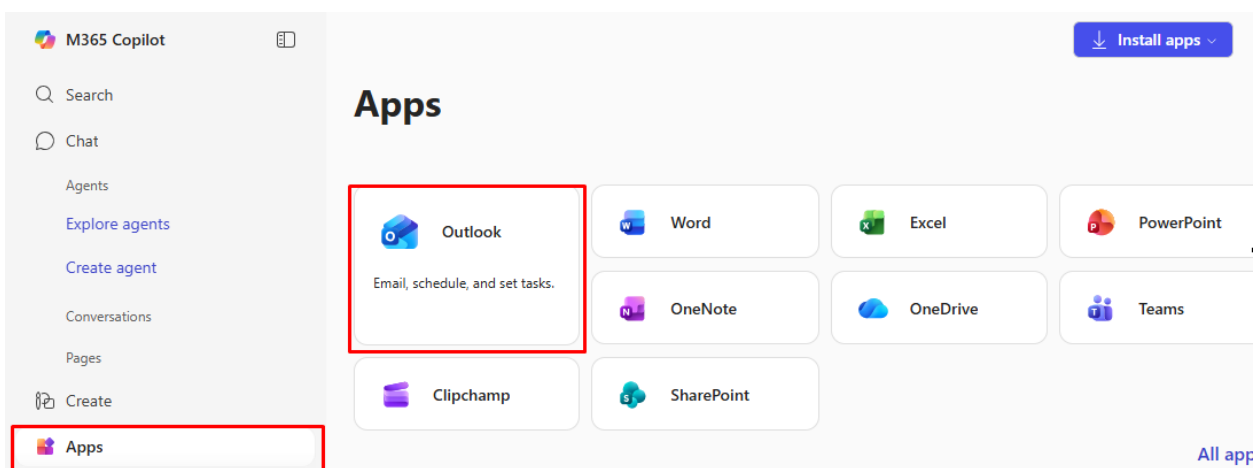
Back Next

Sign-in options

Enter your password



Once you logged in to office 365 find the APPs icon left side than click on Outlook icon as shown in the below screenshot.



If you face any issues accessing systems please contact at
helpdesk@aaml.com.sa