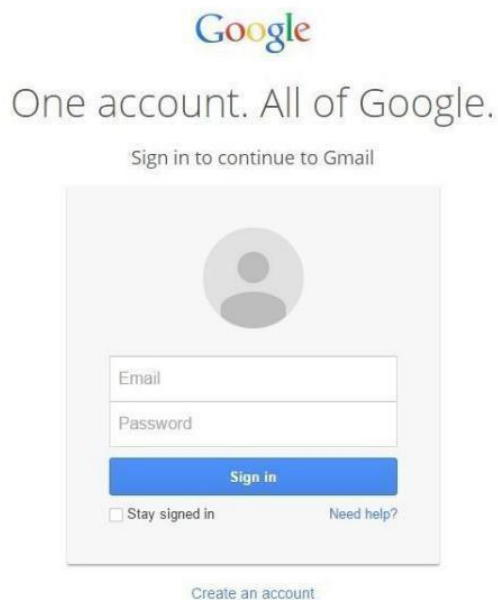


OUSL Student Email Guide

Please follow the instructions and steps.

OUSL EMAIL ADDRESS FOR STUDENTS

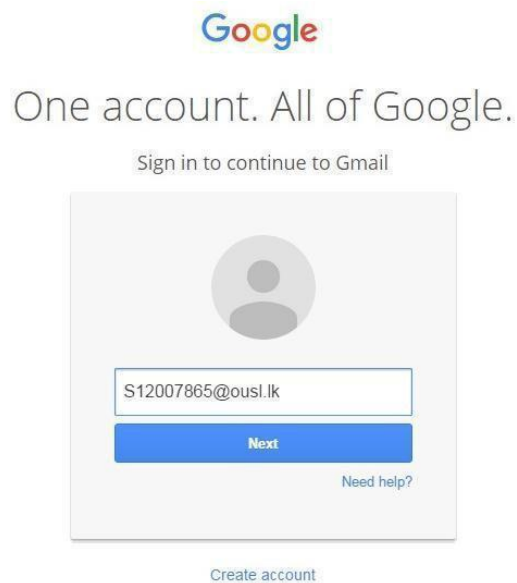
- We are offering an email addresses for all students who registered for study programs in Open University of Sri Lanka.
- You must know how to log in to that email address.
- **Step 1: Navigate to <https://gmail.com>**



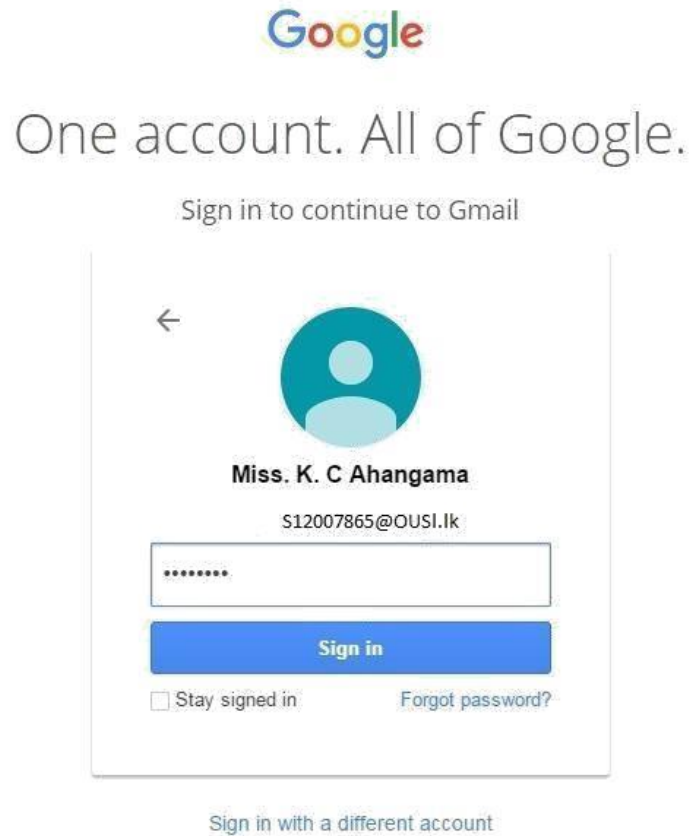
- Your email address start with your **SID** (SID was printed in your Student Record Book)
- Email address contain this structure **SID@ousl.lk**

EX: s12007865@ousl.lk (SID with simple s)

- **Step 2: Enter your new credentials. Use full email address as the username**



- Password is your **NIC** number (Please use capital V. If not success, then try with simple v)
- Ex: **907438756V**
or
- Ex: **907438756v**



Step 3: Accept the Google Agreement Form



Welcome to your new account

Welcome to your new account: s19004587@ousl.lk. Your account is compatible with many [Google services](#), but your ousl.lk administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your s19004587@ousl.lk account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your s19004587@ousl.lk account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

- You should remember to change password in very first login

Step 4: Change your Password



Please change your password

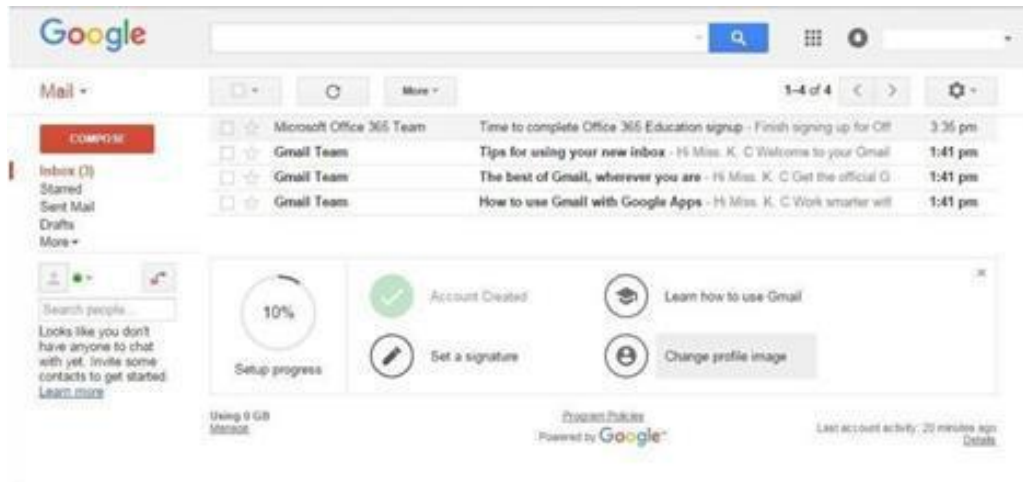
Please choose a new password to finish signing in.

[Read some tips on creating a secure password.](#)

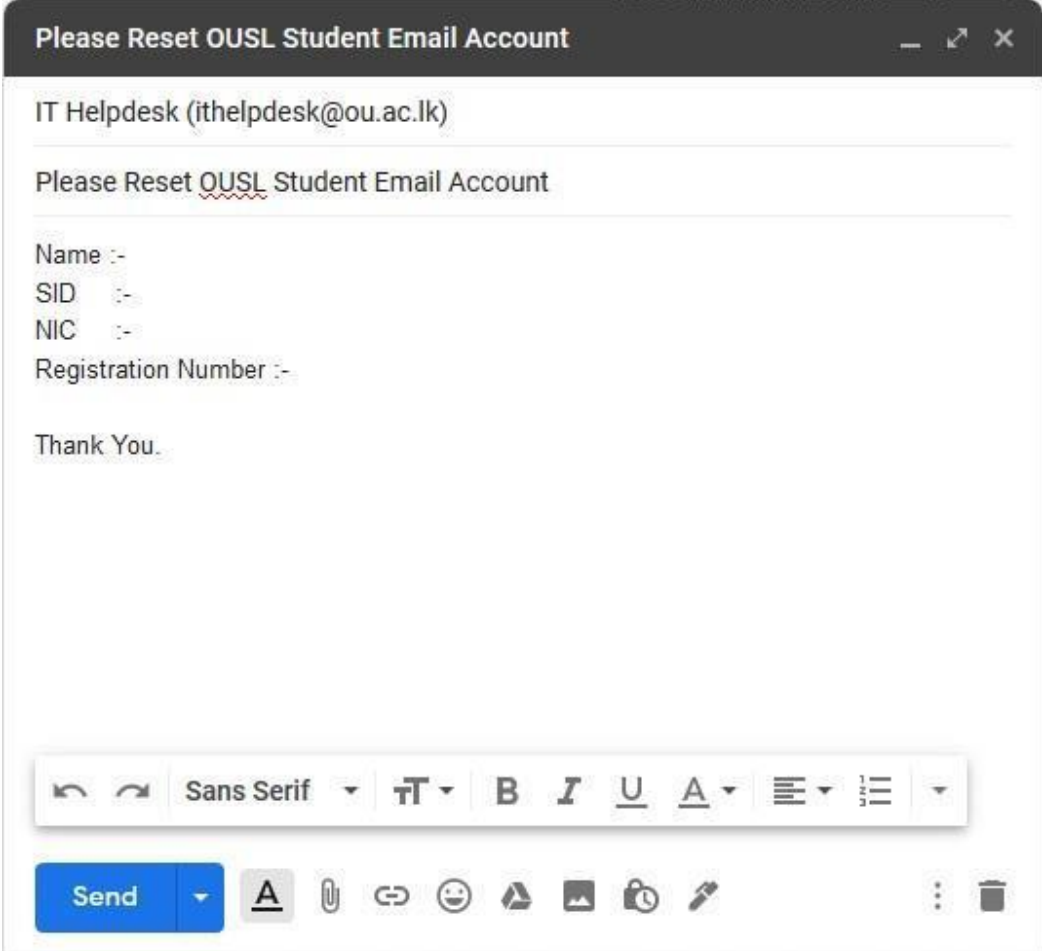
Change password

You must remember your new password

Step 5: Use your new OUSL email service Powered by Google Inc.



If you have tried all of the above methods but have not been able to log in to your email account, complete the required fields and send a request email to the ithelpdesk@ou.ac.lk as below.



The screenshot shows an email composition window with the following fields and content:

- To:** IT Helpdesk (ithelpdesk@ou.ac.lk)
- Subject:** Please Reset OUSL Student Email Account
- Body:**
 - Name :-
 - SID :-
 - NIC :-
 - Registration Number :-
 - Thank You.

The window includes a rich text editor toolbar with options for font style (Sans Serif), size, bold, italic, underline, text color, background color, bulleted list, numbered list, and a 'Send' button.

For more contacts -

IT helpdesk support center

General. 011-2881055 / 011-2881378