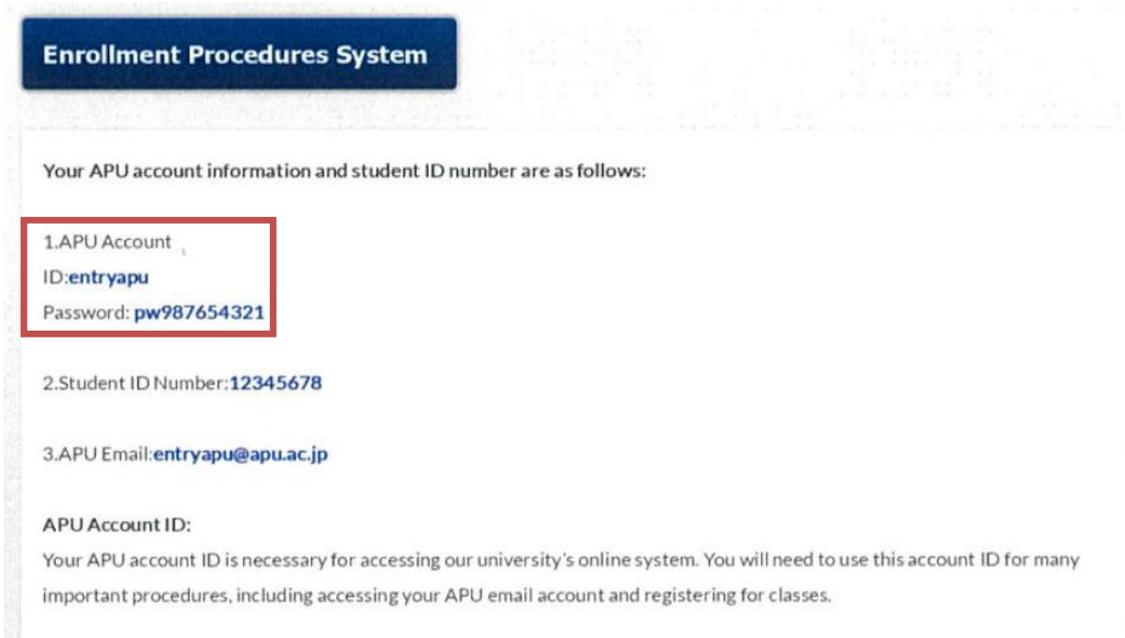


# Using APU Email, Campus Terminal and Campusmate

## <How to find your User ID and Password.>

You can check your ID form Enrollment Procedures System.



**Enrollment Procedures System**

Your APU account information and student ID number are as follows:

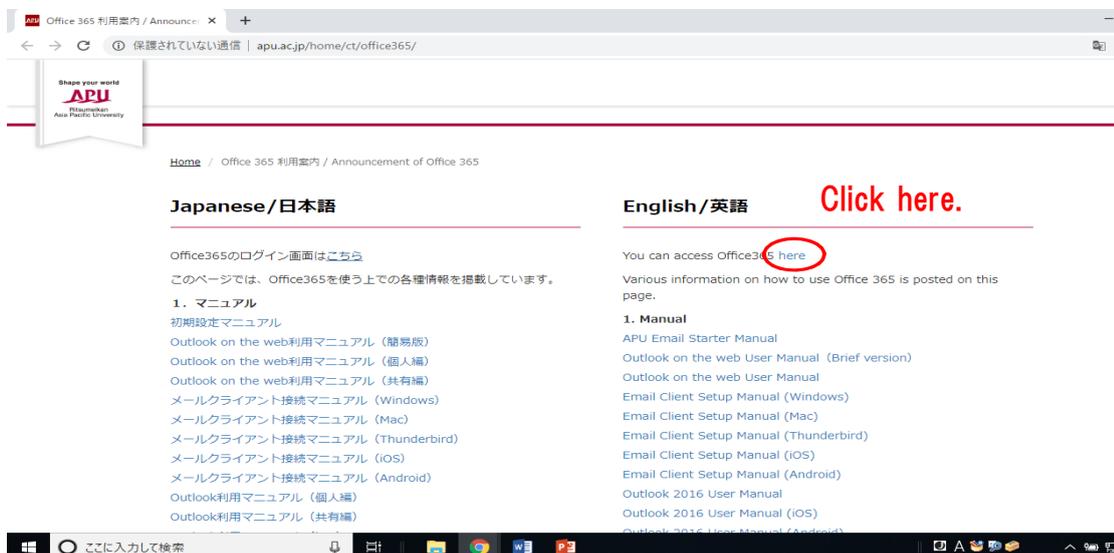
- 1.APU Account  
ID:entryapu  
Password: pw987654321
- 2.Student ID Number:12345678
- 3.APU Email:entryapu@apu.ac.jp

APU Account ID:  
Your APU account ID is necessary for accessing our university's online system. You will need to use this account ID for many important procedures, including accessing your APU email account and registering for classes.

## 1. APU Email-Office365 (APU E-mail System)

### <How to login>

Go to <https://www.apu.ac.jp/home/ct/office365/>.



Office 365 利用案内 / Announce: x +

保護されていない通信 | apu.ac.jp/home/ct/office365/

Shape your world  
**APU**  
The American  
Pacific University

Home / Office 365 利用案内 / Announcement of Office 365

**Japanese/日本語**

Office365のログイン画面はこちら  
このページでは、Office365を使う上での各種情報を掲載しています。

1. マニュアル  
初期設定マニュアル  
Outlook on the web利用マニュアル (簡易版)  
Outlook on the web利用マニュアル (個人編)  
Outlook on the web利用マニュアル (共有編)  
メールクライアント接続マニュアル (Windows)  
メールクライアント接続マニュアル (Mac)  
メールクライアント接続マニュアル (Thunderbird)  
メールクライアント接続マニュアル (iOS)  
メールクライアント接続マニュアル (Android)  
Outlook利用マニュアル (個人編)  
Outlook利用マニュアル (共有編)

**English/英語** **Click here.**

You can access Office365 **here**.  
Various information on how to use Office 365 is posted on this page.

1. Manual  
APU Email Starter Manual  
Outlook on the web User Manual (Brief version)  
Outlook on the web User Manual  
Email Client Setup Manual (Windows)  
Email Client Setup Manual (Mac)  
Email Client Setup Manual (Thunderbird)  
Email Client Setup Manual (iOS)  
Email Client Setup Manual (Android)  
Outlook 2016 User Manual  
Outlook 2016 User Manual (iOS)

アカウントにサインイン

login.microsoftonline.com/common/oauth2/authorize?client\_id=4345a7b9-9a63-4910-a426-35363201d503&redirect\_uri=https%3A%2F%2Fwww.office.com%2Flanding&respons...



Microsoft  
Sign in  
email, phone, or Skype  
No account? Create one!  
Can't access your account?  
Sign-in options  
Next

Enter your User ID and  
"@apu.ac.jp"

Example) If your User ID  
is 「abcdefg」  
→ Enter  
abcdefg@apu.ac.jp

ここに入力して検索

利用規約 プライバシーとCookie

10:59  
2020/03/30



R RITSUMEIKAN

Sign in with your organizational account

abcdefg@apu.ac.jp

.....

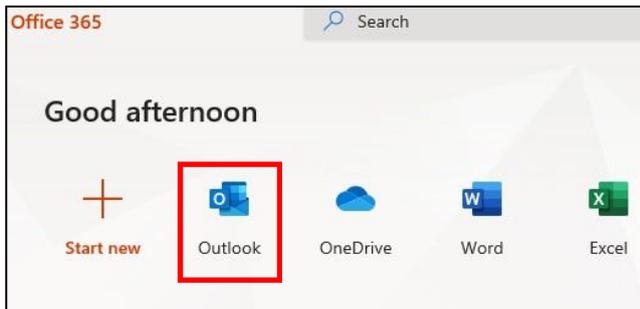
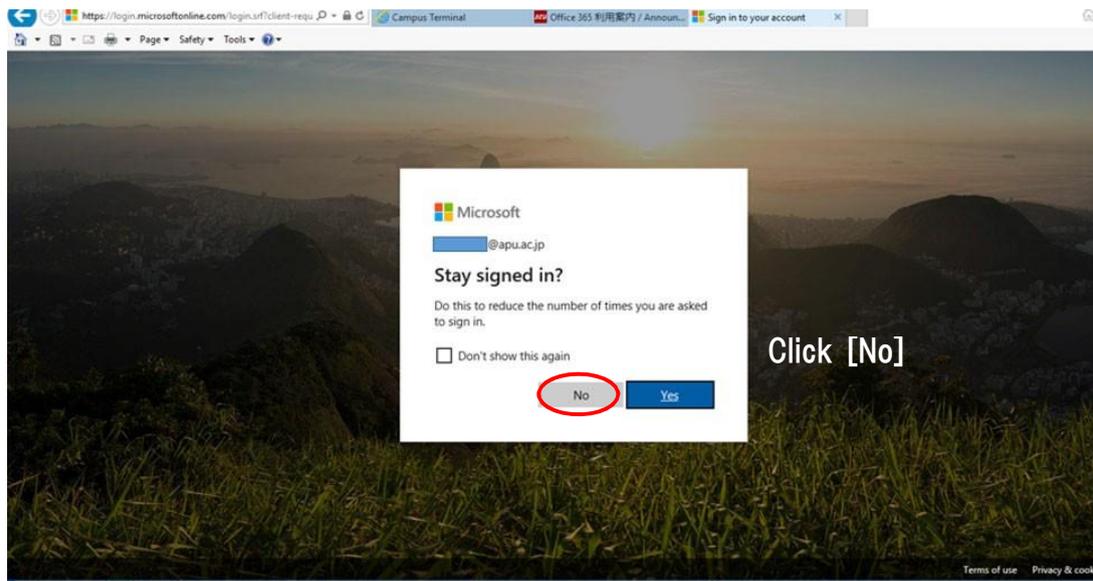
Sign in

Enter your password and  
click "Sign in"

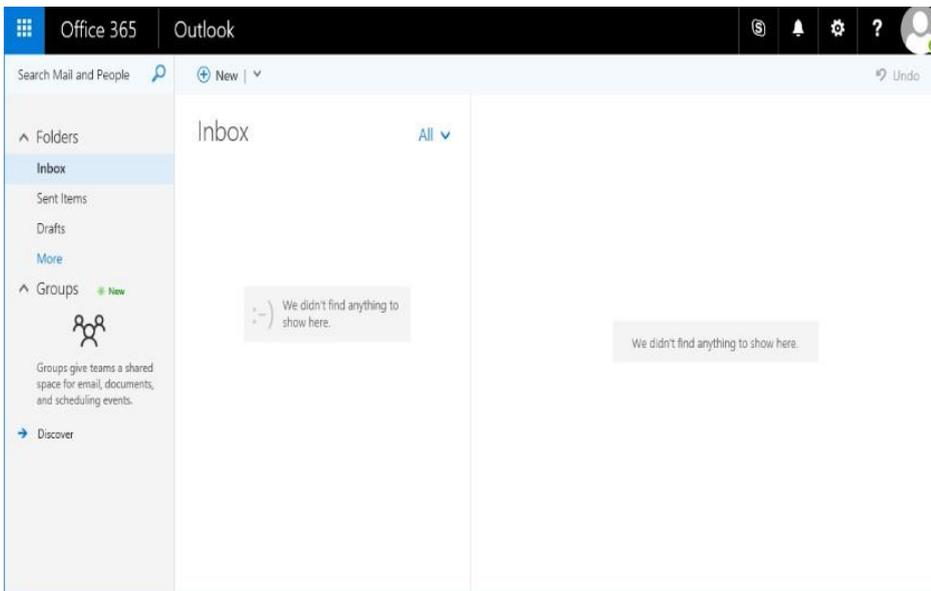
< Rules for Using OneDrive >  
< Rules for Installing Microsoft Office Products >

-Privacy Statement for Online Services provided by  
Microsoft

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The left-hand screen may pop up before or after the initial setting screen above. If this happens, click [Outlook] to continue.



You can open your INBOX and check your email.

## 2. Campus Terminal

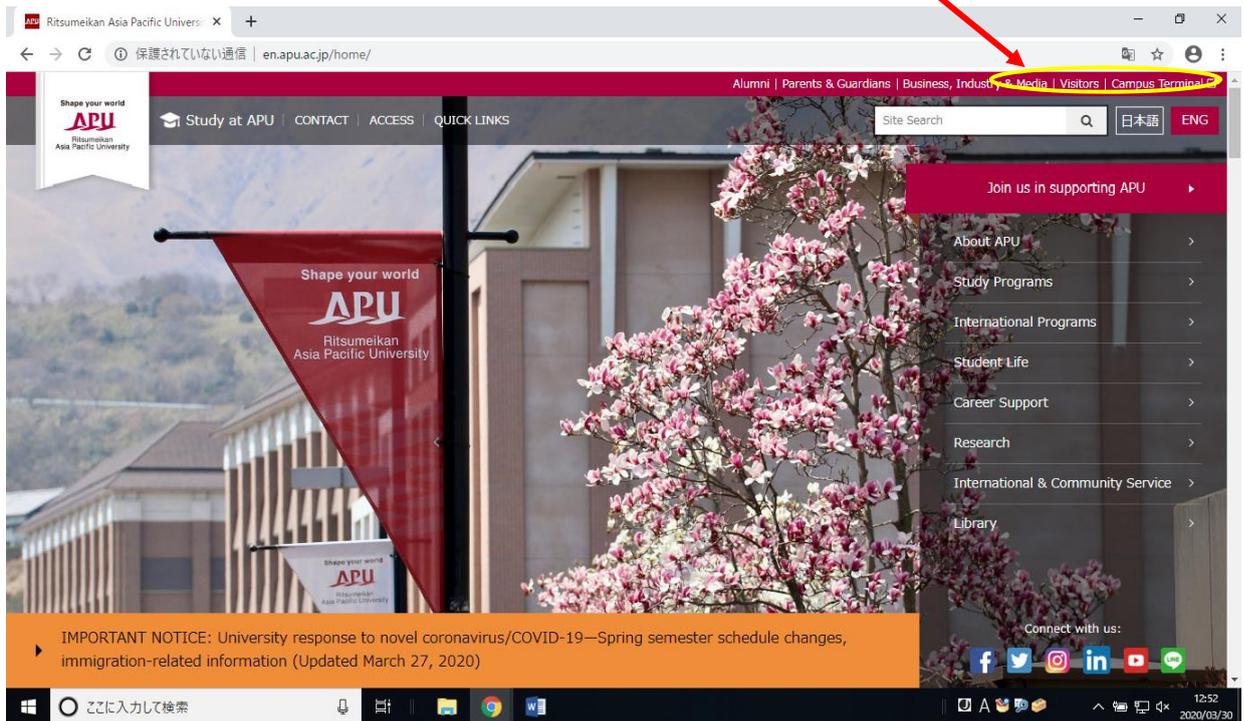
Campus Terminal is the APU portal where you can find all types of important information from the University. You must check Campus Terminal every day!

(Ex) Campus Terminal Page

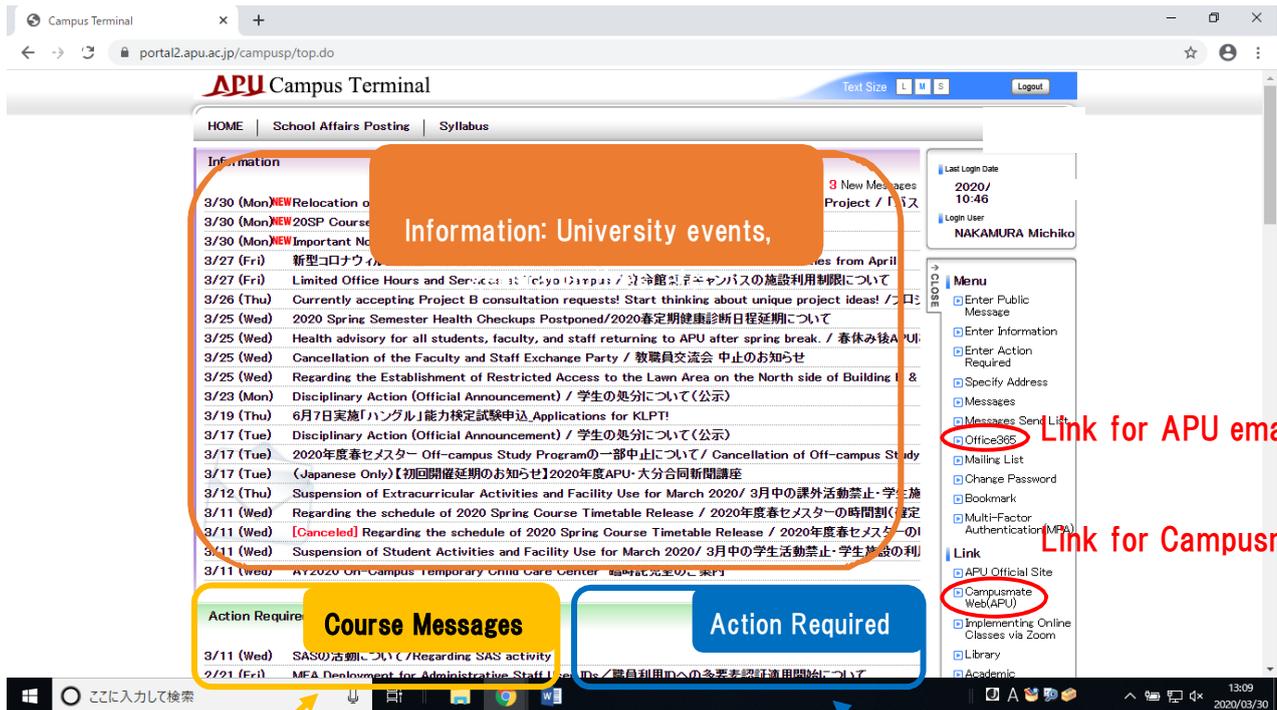
Note: You can only access Campus Terminal from April 1, 2021.

<How to login>

Click “Campus Terminal”.



A screenshot of the APU Campus Terminal login screen. The URL in the browser is 'portal2.apu.ac.jp/campus/login.do'. The page title is 'APU Campus Terminal'. The login form contains 'User ID' and 'Password' fields, both of which are highlighted with red circles and a red arrow points to them from the text 'Enter your User ID and password.'. Below the login form is a 'Menu' section with options like 'Smartphone', 'Search syllabus', 'Search by course', 'Search by instructor', 'Search by keywords', 'Faculty with other professions', and 'How to Search'. A yellow-bordered box contains the text: 'Login screen: A message will appear on this screen in the case of emergencies, such as natural disasters.' The footer of the page reads 'Copyright FUJITSU LIMITED 2005-2015'.

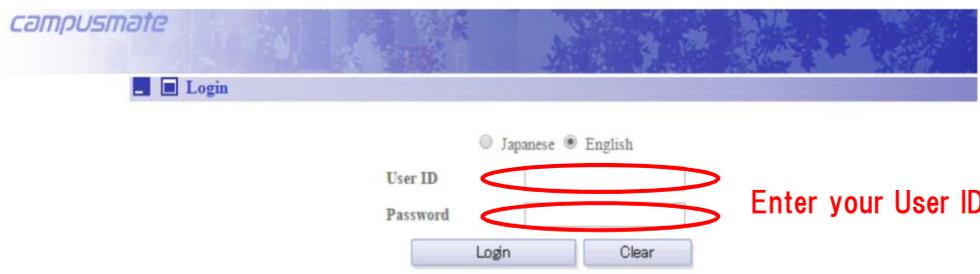


Course messages, classroom changes, class cancellations, etc.

Personal message to you from the University.

### 3. Campusmate

In addition to using Campusmate to register for courses, you will also need to update your contact information on Campusmate if your phone number or address changes. You can get to the Campusmate login screen from the link on Campus Terminal.



Title	Message	Date
	The following services will be temporarily unavailable due to scheduled maintenance during the specified periods.	
Campusmate Services Scheduled Offline Period	[Course Registration] *Out of Service - From February 21st (Tue) at 12:00 noon to March 21st (Tue) at 09:30am	
	[Grade Report] *Out of Service - From February 21st (Tue) at 12:00 noon to March 1st (Wed) at 10:00am - From March 10th (Fri) at 00:00am to March 15th (Wed) at 10:00am	2017/2/20 Mon
	*Every morning, between the hours of 03:00am and 05:00am (Japan time), 'Campusmate' closes for maintenance.	
Academic Office	Enter the username and password you used to login to the Campus Terminal in the fields provided and click the "Login" button.	
	If you change your addresses, please enter your addresses into the 1st and the 2nd columns at least.	

The screenshot shows the 'campusmate' website. The left sidebar has a navigation menu. The 'Academic Menu' includes links for Course Registration, Area of Study Registration, Area of study/Specialization Confirmation (circled), Grade Report, and My current address. The 'Job Hunting Menu' includes Career Office Information, Corporate Information, Internship Information, On-Campus Recruiting and Other Event Search (circled), Job Hunting Report, Desired Employment & Career Path Registration, [Invalid] Job Hunting Activities Registration, Job Offer & Determined Career Path Registration, and searching job information. The 'General Menu' is also visible. The main content area has three sections: 'Personal Message' (no message), 'Information' (a table with one message about service unavailability), and 'Career Office Information' (links for latest announcement, event, and internship).

You can register for courses and change your address or phone number here. The Academic Office will explain how to register for courses at the course registration guidance session.

You can find information on job hunting here. More details will be offered on how to effectively use these tools in the Career Office's guidance session.

### Using the Campus Wireless LAN (Wi-Fi)

Students may access Wi-Fi while on campus. Refer to the website below for instructions on how to connect to Wi-Fi.

<http://en.apu.ac.jp/academic/page/apu-net/manuals.html/?c=17>

