

**Dear Colleague,**

Greetings. You might be happy that we are advancing communication campuswide for better education. You are a part of it and are requested to use our official email address in your every work. We are always available to guide you through the process.

Please find the forms below to apply for an official email account. I am also attaching an example form so you can get onto it easily. This form will be used to apply for an email address for an *office unit* (e.g. [pharmacy@office.nstu.edu.bd](mailto:pharmacy@office.nstu.edu.bd)).

1. Please [find the application form](#) attached to this link. If you need help, please [see this example copy of the application form](#) here. Submit a printed, signed, and sealed hard copy to the Cyber Center Office, as well as a scanned copy to [cybercenter@nstu.edu.bd](mailto:cybercenter@nstu.edu.bd).
2. Fill out [a google form, and please find it here](#) for the same application.
3. Please read the proposed [TERMS and CONDITIONS](#) of using this service.
4. To know about the service, please watch this video here <https://youtu.be/r8QvSlw1O7c>
5. After getting your institutional ID, you can watch this video to know how to log in the first time, [https://youtu.be/X\\_UKvN6qVn4](https://youtu.be/X_UKvN6qVn4)

Tips: To get email accounts for individual officers and staff (e.g., [saidul@admin.nstu.edu.bd](mailto:saidul@admin.nstu.edu.bd)) from the administration, you need to [apply using another specialized form](#).

Please feel free to let me know if you have any queries. Thank you very much.

Best wishes.

Dr. Fahad Hussain  
Assistant Director, Cyber Center (Extra Duty)  
Associate Professor, Department of Pharmacy  
Noakhali Science and Technology University  
Office Email: [cybercenter@nstu.edu.bd](mailto:cybercenter@nstu.edu.bd)