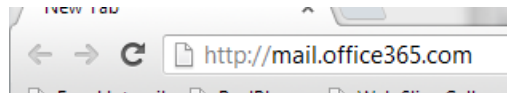


Logging in to EITC email Office 365

EITC recently upgraded our email system to Office 365 email so accessing your email has changed.

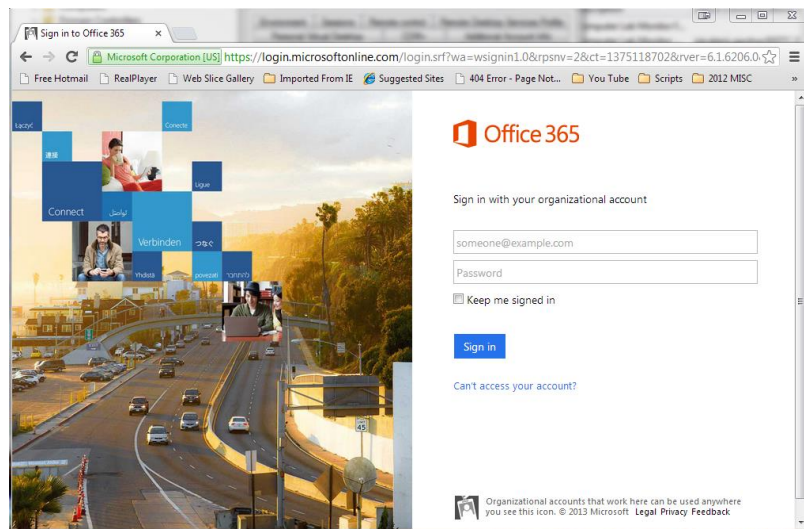
Accessing your account

To log into your account, point your browser to one of the following web sites:



<http://mail.office365.com> or <https://login.microsoftonline.com>

A web page similar to the one below should come up.



What are my username and password?

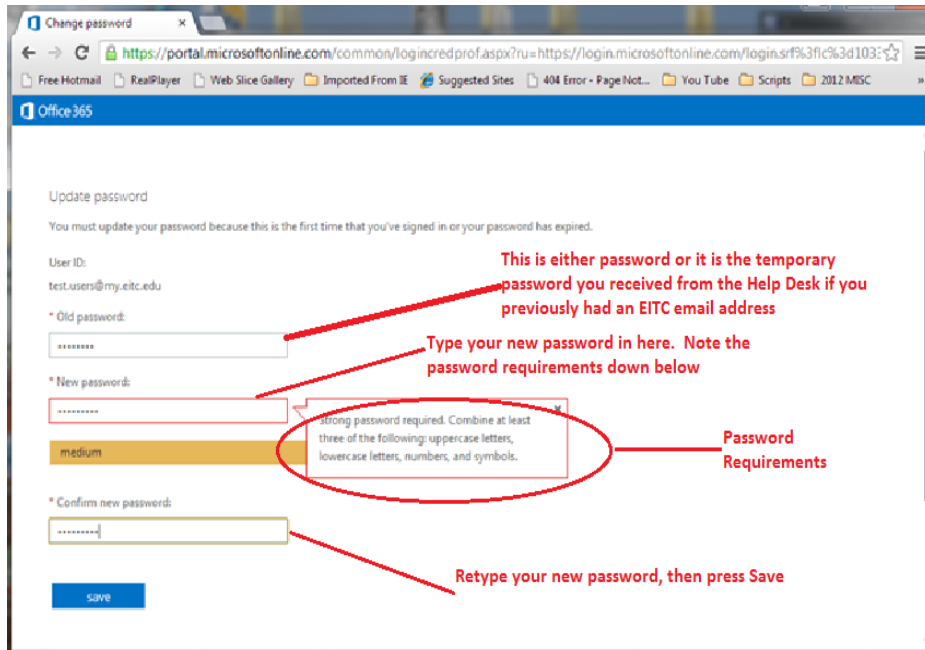
Your e-mail account username will be the same as your username to log onto EITC computers followed by @my.eitc.edu:

<firstname>.<lastname>@my.eitc.edu

For example, Bob Jones would be *robert.jones@my.eitc.edu*. In the event of a duplicate name, a number will be appended to the end of the name. So Mr. Jones might become *robert.jones34@my.eitc.edu*. If you're not sure of your username, contact the IT Help Desk at [680-6874](tel:680-6874).

To log into your e-mail **the first time**, use the temporary password of **Password1** or the temporary password that was provided to you which would be similar in format to this: Pxyz1234. If you have had EITC email before but don't remember your password, you will need to contact the IT Help Desk at [680-6874](tel:680-6874). As soon as you log in you will be prompted to create a new password.

When you login you will be required to put in your password followed by a new password that combine at least three of the following: upper case letters, lowercase letters, numbers and symbols



Once it accepts your password, you will be sent out to the login that already has your user name filled out. You just need to enter the new password you just created and login. After the first login you will be asked to set your Time Zone which is Mountain Time (US & Canada)

