

Email Setup

Please login to your new e-mail today otherwise you won't be getting any mail.

To login your username will look like this

sign in

User ID:

Password:

[Forgot your password?](#)

Remember me
 Keep me signed in

[Show saved user IDs](#)

After you sign in you will be prompted to change your password. The password needs to be 8 characters long and needs to have a capital letter, a lowercase letter and a number.

Next you will sign in with your new password.

sign in

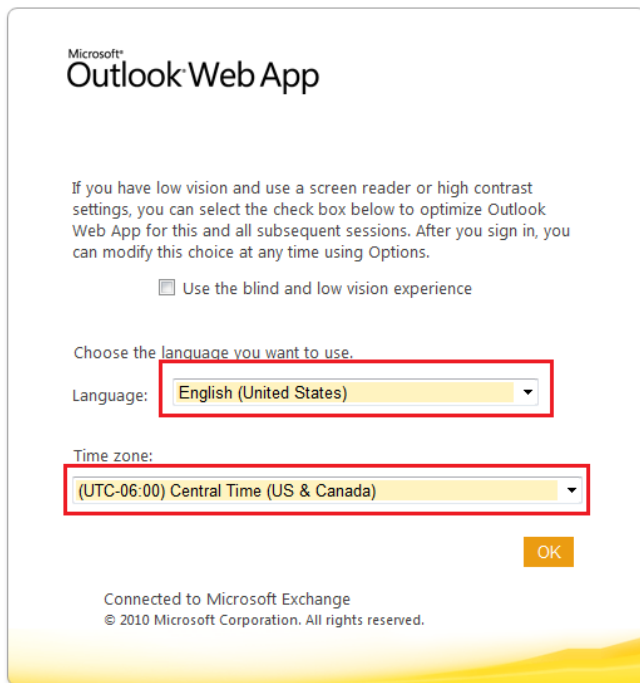
Retype your password

This helps protect your information. [Why?](#)

[Forgot your password?](#)

[Sign in with a different user ID](#)

Now if you get a screen that looks like this ✓ Please Select English as your language and for time zone Central Time (US & Canada). Then click OK.



The next screen is your home screen. Click on inbox to go to your mail.



Start here

1. Get an overview of Office 365. [Watch the user tour](#)
2. Learn the basics. [Read the Quick start guide](#)

Outlook

Read email and access your Outlook calendar, contacts, and tasks.

[Inbox](#) | [Calendar](#) | [Options](#)

Lync

Use Lync for instant messaging, audio and video calling, and online meetings.

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Team site

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