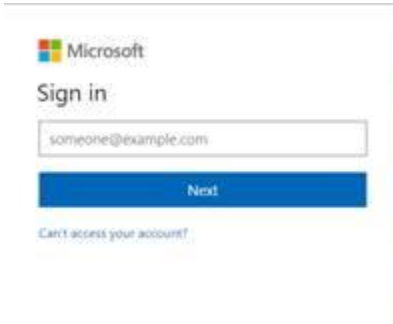


How To Access Your New Office 365 Email Account

ACCESSING EMAIL FROM A COMPUTER

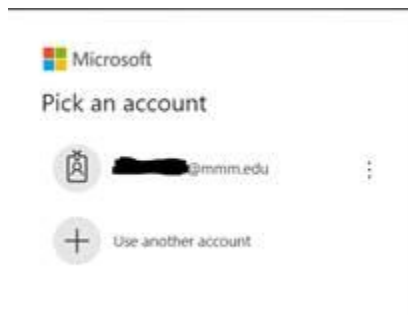
You will know when your account is moved when you attempt to login to your email (by typing owa.mmm.edu or by clicking "Email" from the MMC Home Page) and you receive a message that your account could not be found. (if your browser's cache has been cleared, you will see a page with a link that will redirect you to Office 365). If you do not see that redirect page, simply "x" out of this screen, open a new browser window and type <https://portal.office.com>. You will be presented with the following screen.



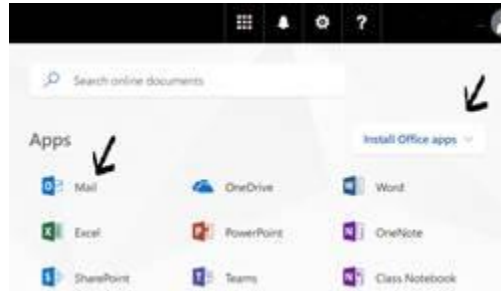
Enter your MMC email address and click "Next". The following screen will appear with the MMC Logo:



Enter your MMC network password and click "Sign In". In the event you have previously had an Office 365 account, the following screen or something similar will appear which will ask you to select an account. Make sure you select your school account, ending in mmm.edu and then enter your password when you see the screen with the MMC logo.



NOTE: DO NOT USE THE ‘FORGOT MY PASSWORD’ BUTTON ON THE LOGIN SCREEN”. If you have forgotten your password, contact the Help Desk at 212 517-0580 for assistance. You should now be logged into Office 365. Click the “Mail” button” as shown below to get to your email. The applications you see are Office 365’s online version of Office. They are not as feature-rich as the desktop version of these apps. To download the desktop version, click “Install Office Apps”.



For tutorials on how to use the Office 365 software, please login to the Student Portal and look for videos under the Office 365 Section.

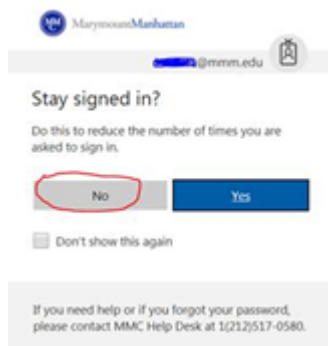
GETTING EMAIL ON YOUR SMARTPHONE

Depending on what make and model SMART phone you use, you may be asked to login again to your account. If you are having any problems logging into your email on your phone after your account is migrated, please go to your App Store or Play Store and download the Outlook App which looks like this:

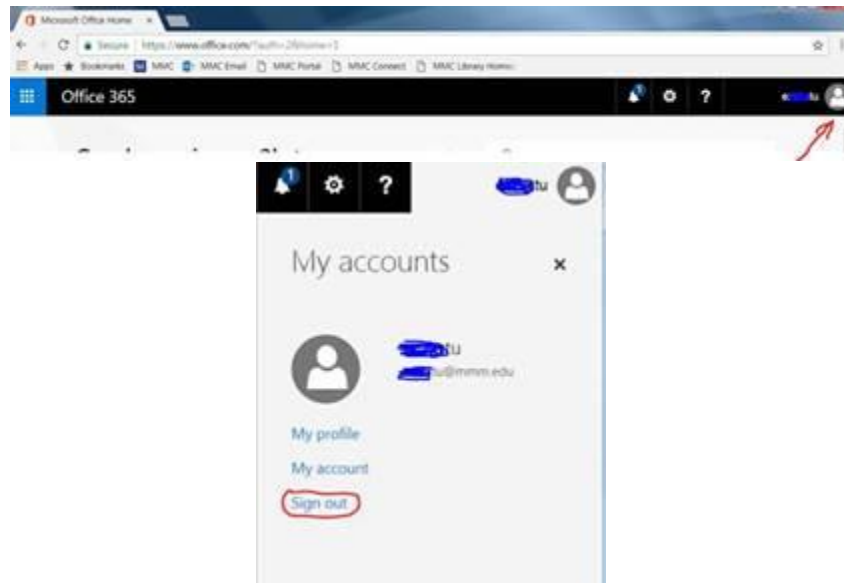


SECURITY TIPS TO USE PUBLIC COMPUTER

If you use a public computer to access your Office 365 or Email through a web browser, please select **No** if you see the “Stay signed in” pop up screen. And, **Never** allow the web browser to save your password.



When you are finished, please remember to Sign out by clicking your username at the top right corner in your Office 365 to bring up the “My accounts” screen, and click **Sign out**.



Make sure to delete the history, temporary Internet files, and passwords using the browser tools in web browser.

If you have any questions or issues, please contact the IT Help Desk at 212 517-0580.

The following are video links for tutorials for Microsoft Office and Outlook 2016 on Mac.

Microsoft Suite

[Downloading and Installing Office 2016 on a Mac](#) (01m:06s)

[Add a Place \(One Drive, DropBox, etc.\) to a Microsoft Application Online](#) (00:55s)

[Activating an application/Microsoft Office \(Word, OneNote, etc\)](#) (00:59s)

[Deactivating an application/Microsoft Office on a Mac](#) (00:51s)

Outlook

[Adding an account to Outlook on a Mac](#) (00:59s)

[Adding an account to Outlook on an iOS Device](#) (00:40s)

[Adding a delegate](#) (00:40s)

[Sharing Calendars in Outlook](#) (00:49s)