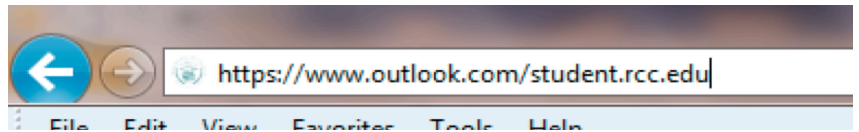




Accessing Your Student E-Mail on Office 365

1. Open a Web browser (Internet Explorer, Safari, Firefox or Chrome) and go to:
<https://www.outlook.com/student.rcc.edu>



NOTE: it is important to put the /student.rcc.edu on the end of the URL. If you don't your login won't work!

2. Enter your RCCD Student email address in the user name field.
3. Enter your password in the password field.
If you don't know your email address, go to [WebAdvisor](#) and click on the Learn Your RCCD Email Address link.
Note: If you need to reset your email password. You must stop by Admissions and Records and request a password reset. Microsoft support cannot reset your password.



Sign in with your organizational account

Keep me signed in

Sign in

4. If it is your first time logging in, you'll need to change your password. Once you have changed your password, you'll be taken back to the login screen. Login as instructed above. Then, select your Language and Time Zone settings one time.
5. Voila! You are now in Outlook Web App and can access your email. If you are taken to the Home screen just click on the Outlook link at the top or the Inbox link to get to your mail. That's it!

Microsoft
Outlook Web App

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (United States)

Time zone:

(UTC-08:00) Pacific Time (US & Canada)

OK

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

