

# Mt. San Jacinto College

## Getting Started with your Office 365 MSJC Email Account

This document provides step-by-step first-time login instructions for your Microsoft Office 365 student email account.

To access your Office 365 for the first time you will need to first activate your account through EagleAdvisor:

1. Log in to <https://ea.msjc.edu> and select Student EagleAdvisor.
2. Under User Account, select Activate Student Email Account ([click here](#)).
3. Choose and enter an email password that fits the password complexity requirements.
4. The activation process may take up to one (1) hour before you can use your new password.

Go to <http://student.msjc.edu> to login to your Microsoft Office 365 email account.

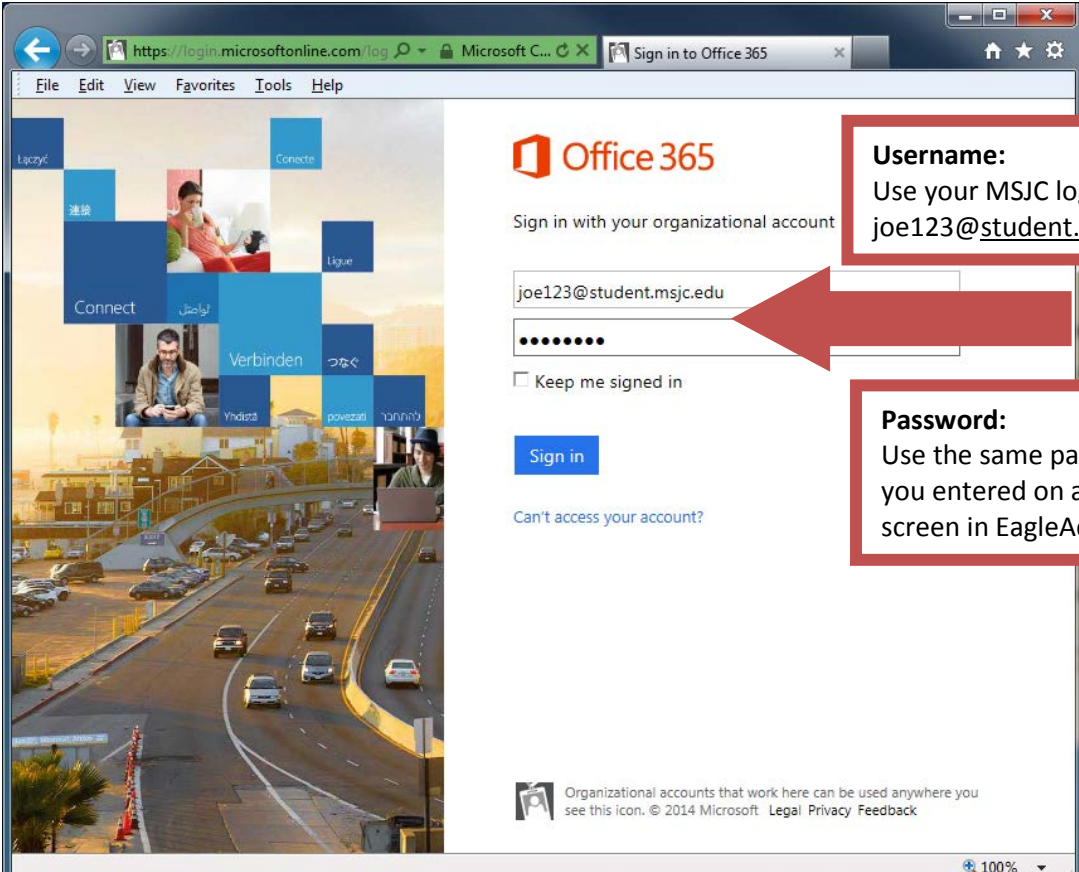
Your Office 365 username will be your my.msjc.edu username with @student.msjc.edu and your password is the same password you entered on activation screen in EagleAdvisor. If you do not know your my.msjc.edu username, go to <http://ea.msjc.edu> and click on [What's My Username?](#)

For example...

Office 365 ID: jdoe123@student.msjc.edu

Password: Use the same password you entered on activation screen in EagleAdvisor

\*Note: Password can take up to one (1) hour before you can use your new password.



The screenshot shows the Microsoft Office 365 login page in a web browser. The browser address bar shows <https://login.microsoftonline.com/login>. The page features the Office 365 logo and the text "Sign in with your organizational account". There are input fields for the username and password. A red arrow points from the "Username:" callout box to the username input field, which contains "joe123@student.msjc.edu". Another red arrow points from the "Password:" callout box to the password input field, which contains a masked password ".....". Below the password field is a checkbox for "Keep me signed in" and a blue "Sign in" button. At the bottom, there is a link for "Can't access your account?".

**Username:**  
Use your MSJC login  
joe123@student.msjc.edu

**Password:**  
Use the same password  
you entered on activation  
screen in EagleAdvisor

You will be asked to confirm your language and time zone.

Enter your preferred language and your correct time zone, then click "OK"

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

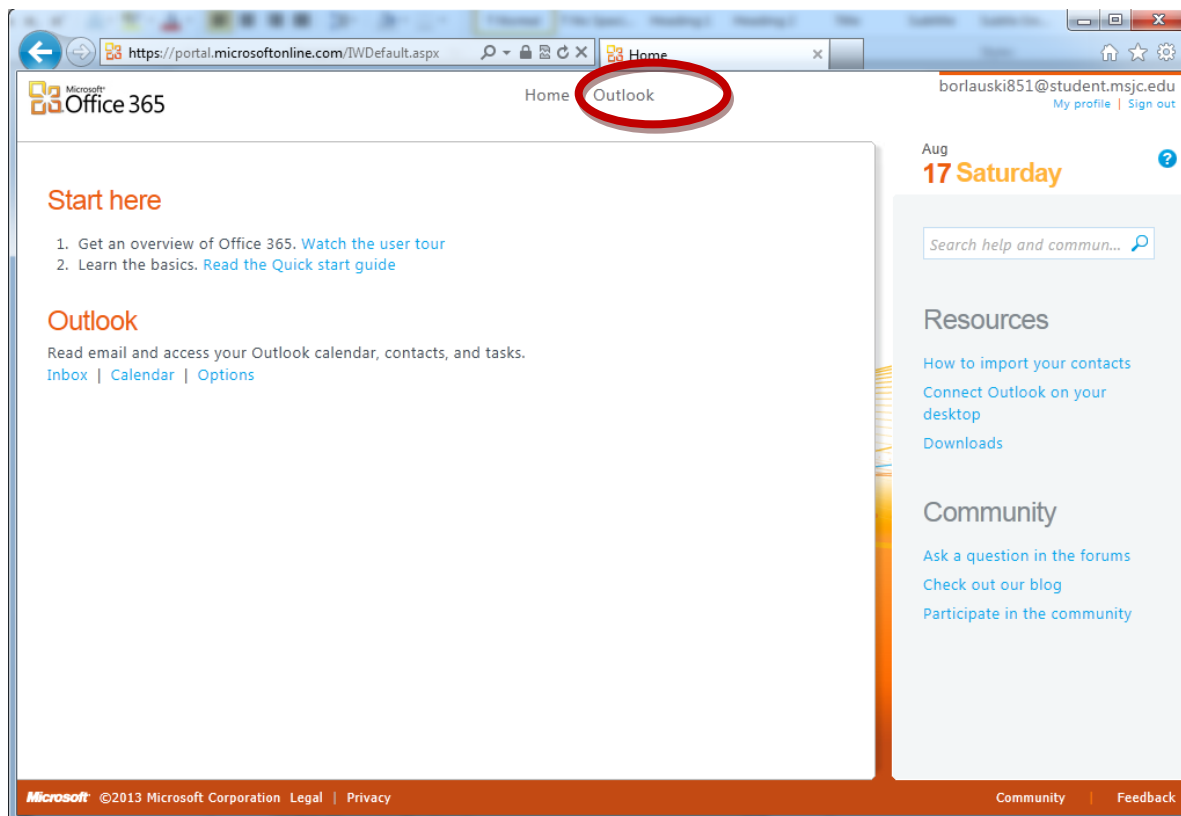
Choose the language you want to use.

Language:

Time zone:

Connected to Microsoft Exchange  
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You should now be successfully logged in! Click on the Outlook link to access your email.



Please contact the helpdesk by phone at (951) 487-3411 or by email at [help@msjc.edu](mailto:help@msjc.edu) if you are unable to login.

Go to <http://www.msjc.edu/LiveEdu> for more information and resources.