

Outlook User Manual

How to Access Outlook as a Student

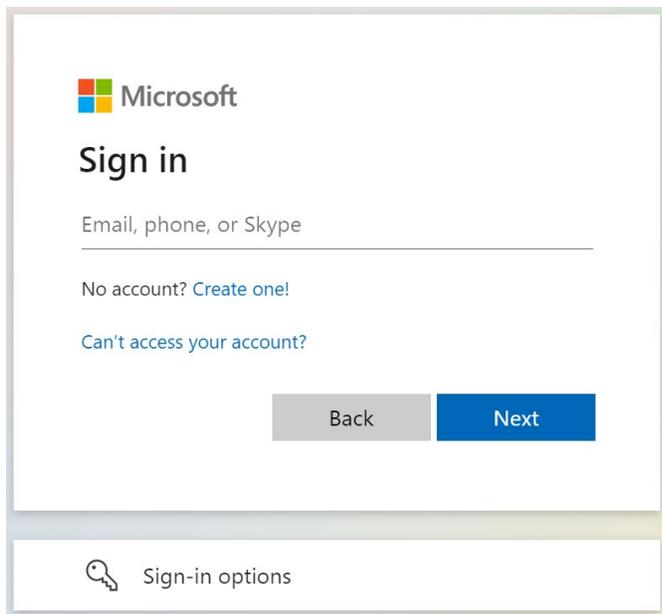
How to access your student email through office.com:

Go to go to <https://www.office.com>

Click Sign in or go to the top right and click the circular person icon.



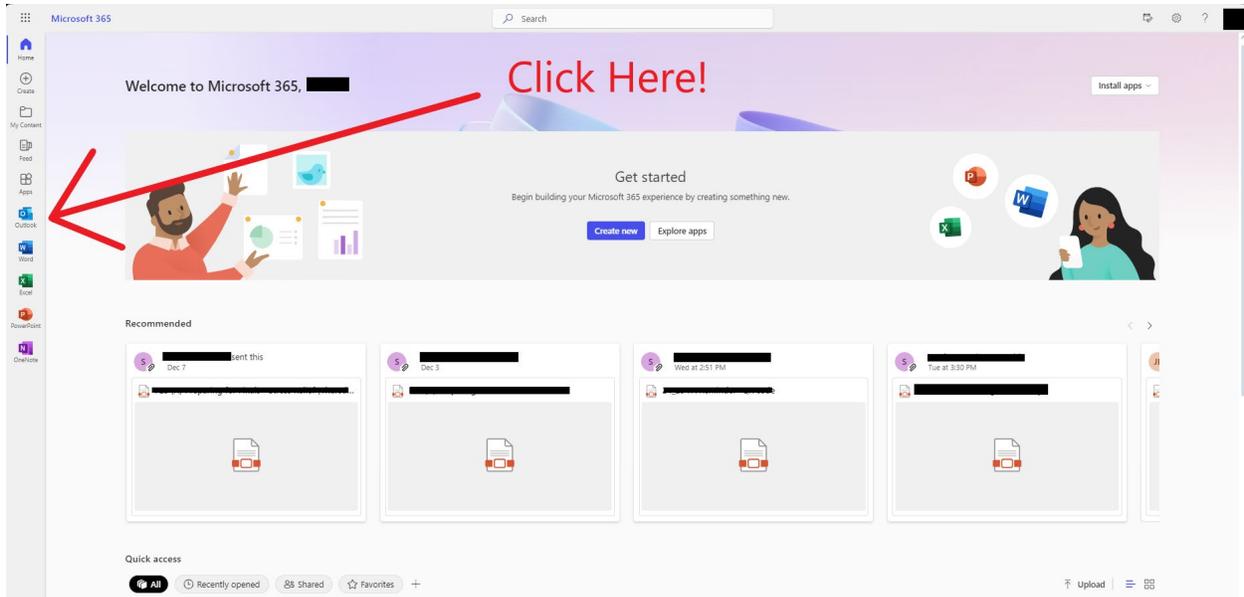
Sign in using your student email address and the password that you use to sign into the portal.



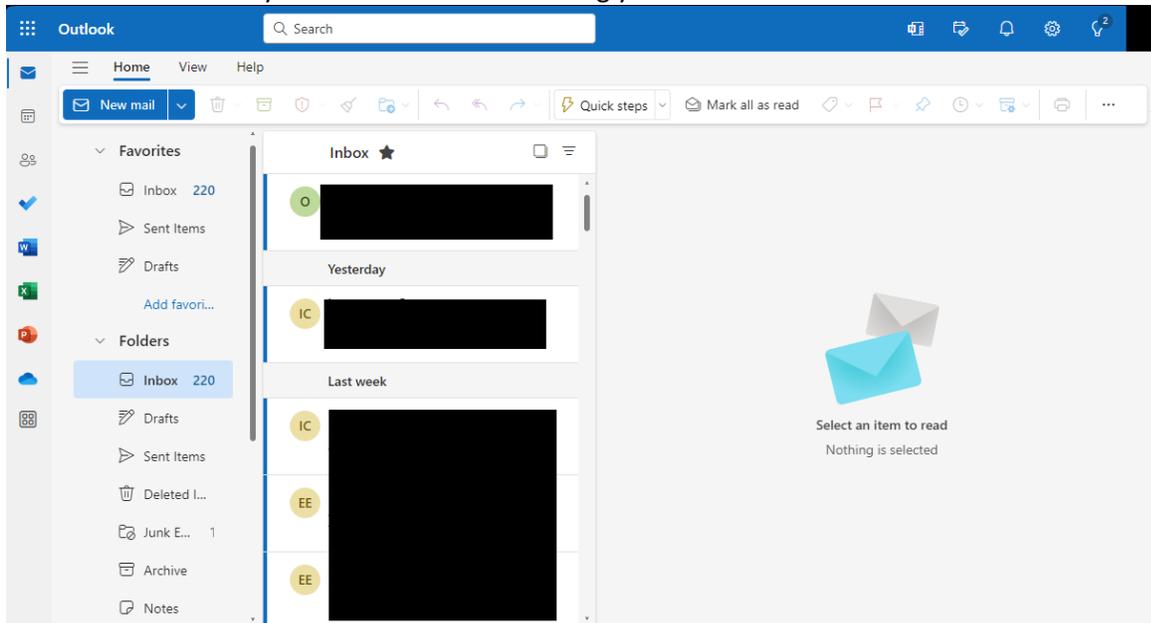
Note: If you forgot your password, read the “Forgot Password” user manual at our [Student Tech Support Page](#).

If you do have Two Factor Authentication Enabled it may prompt you to verify it before letting you in.

After verifying through your Two Factor Method you will be brought to your Office365 dashboard. It should look something like this.

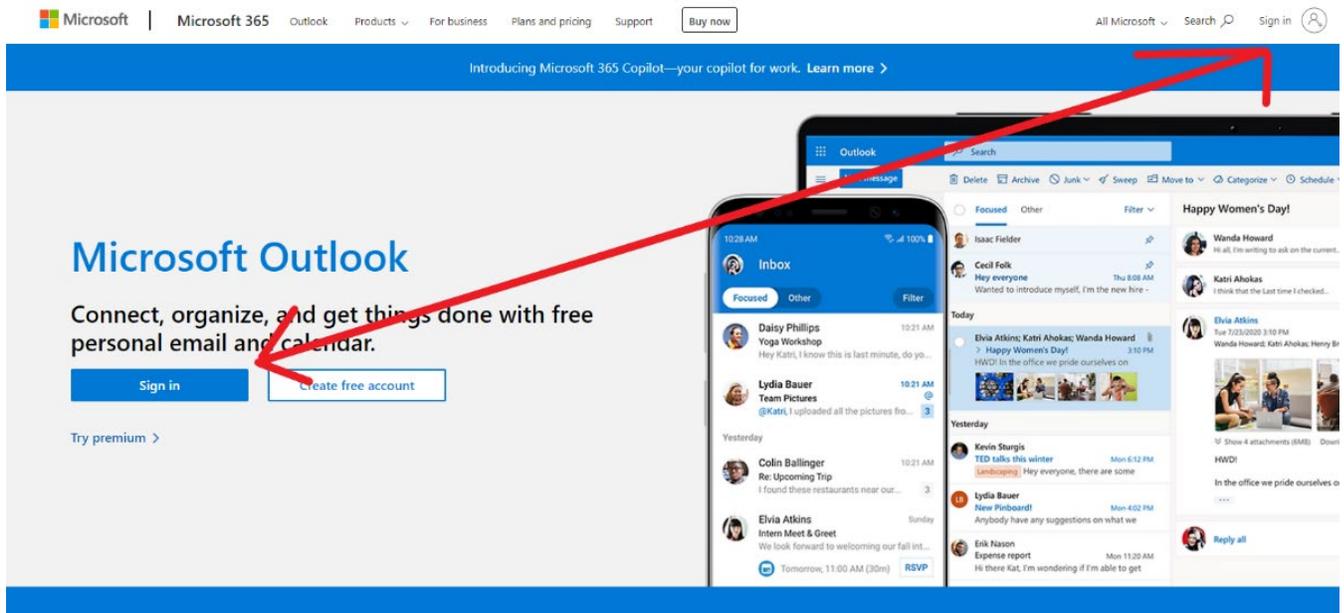


After getting to your dashboard you will want to click on the outlook icon and it will open up your outlook mail box and you will be able to start using your email.

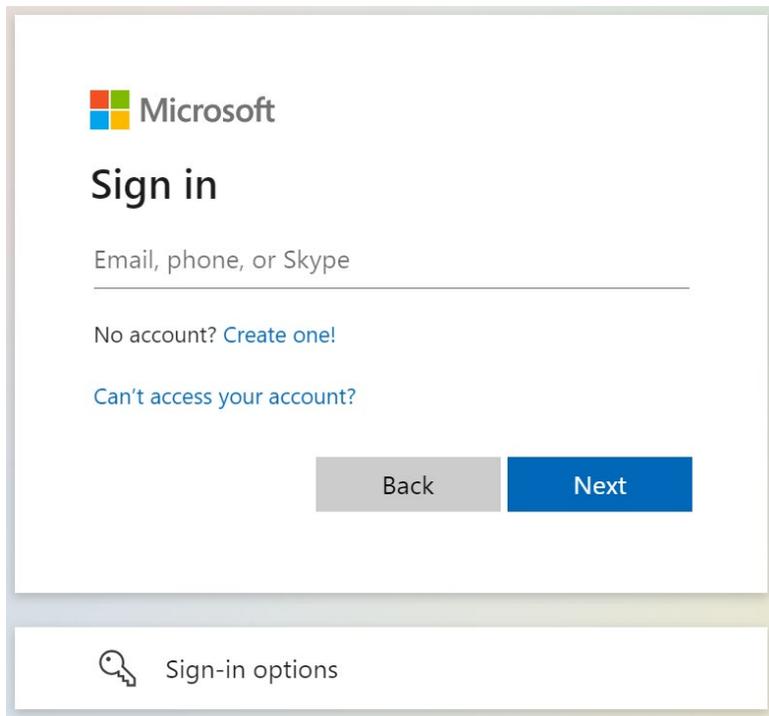


How to access your student email through Outlook Directly:

Go to this link : [Outlook Email Sign In](#)

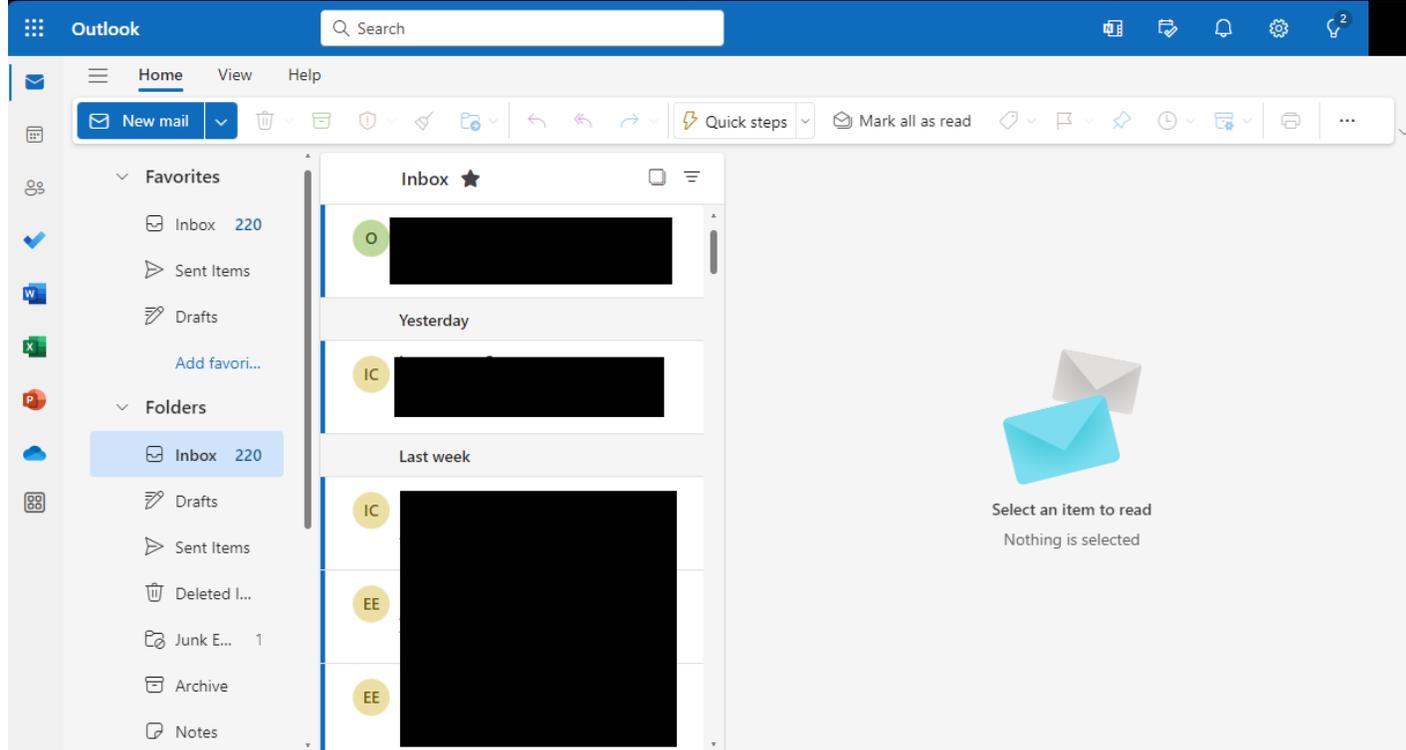


You will be prompted to sign into your school email. Please use the same password as your portal.



Note: If you forgot your password, read the “Forgot Password” user manual

If you do have Two Factor Authentication Enabled it may prompt you to verify it before letting you in.

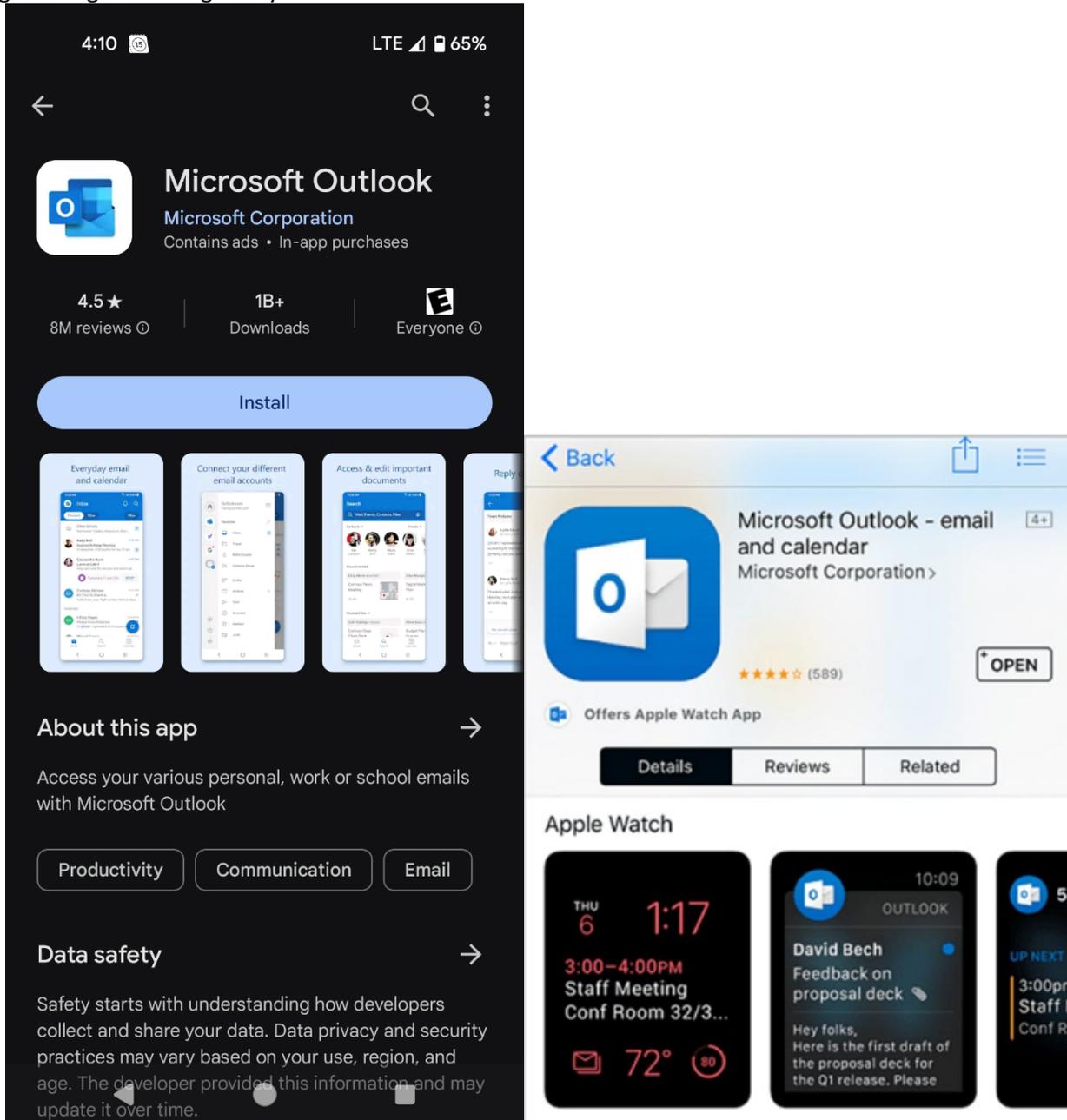


If you are not able to access your email. Please reach out to the student help desk at myhelp@mccd.edu or call (209)381-6565.

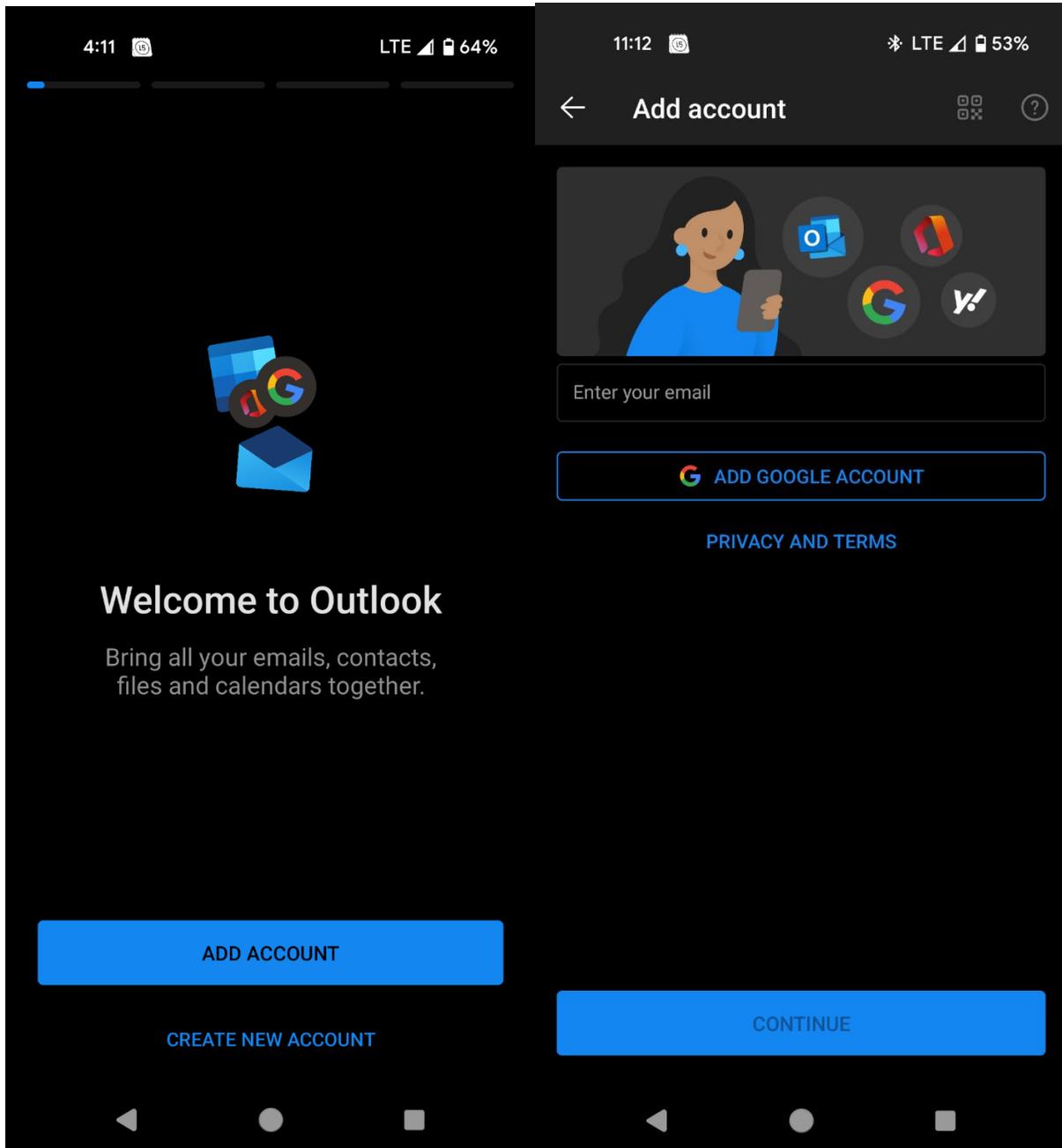
How to Access Outlook Email on your phone:

You are able to add your school email to a gmail app or the mail app on IOS devices, but we do not recommend this for students. If you wish to do this then please do it at your own discretion.

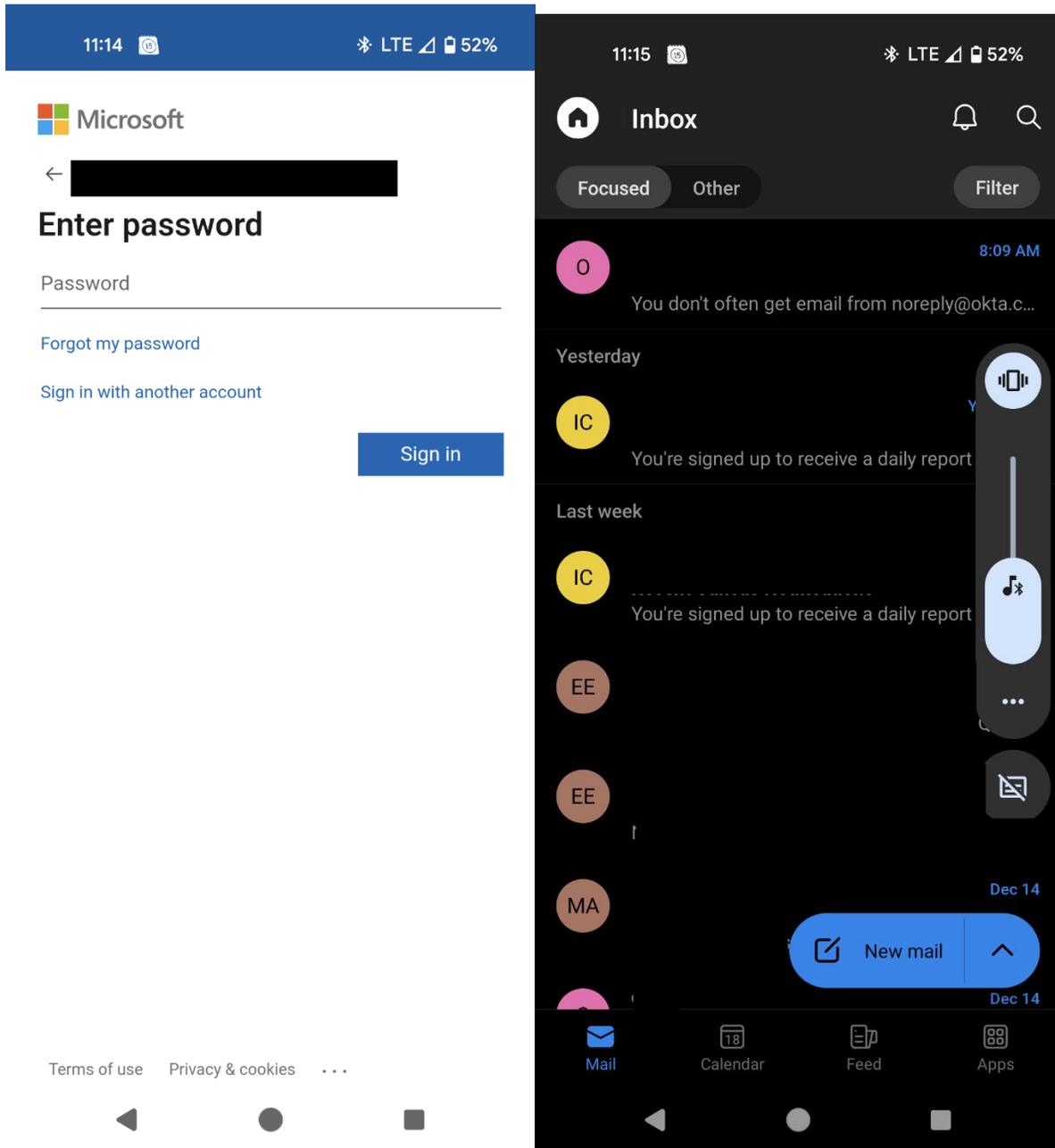
In order for you to be able to access outlook on your phone you are going to need to install the Outlook App on your phone. For Apple devices please do so through the App Store. For Android devices please go through the Google Play Store.



Once installed you will then need to open the app and it should take you to this screen. Once you press the add account button it will ask you to add your email account. For students please make sure to use the full email address. As an example jane.doe@campus.mccd.edu



After entering your email and your password you should be able to access your emails.



If you are not able to access your email. Please reach out to the student help desk and they can assist you. myhelp@mccd.edu