

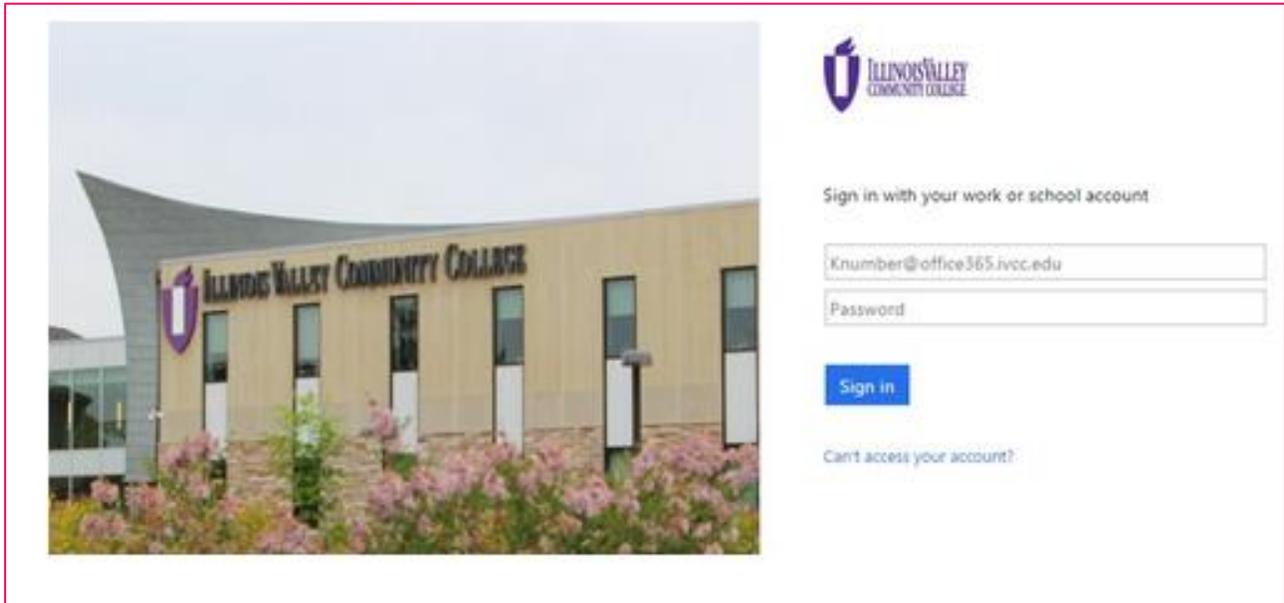
MS Office 365 Student Email

Quick Start Guide

Login Information

Username: K-number@Office365.ivcc.edu

Initial Password: EaglesXXXXXXXX (Xs represent your 7-digit student ID number)



New Password: Your new password must be 8-16 characters in length and contain 3 of the following:

- Uppercase Letter
- Lowercase Letter
- Number
- Special Character

After initial login, student will be prompted to choose a language preference and Time Zone (choose Central Time for US & Canada). Save choices.

Students will need to reset their password every 90 days. Please record your password someplace rather than only relying on your device to save the password for your email.

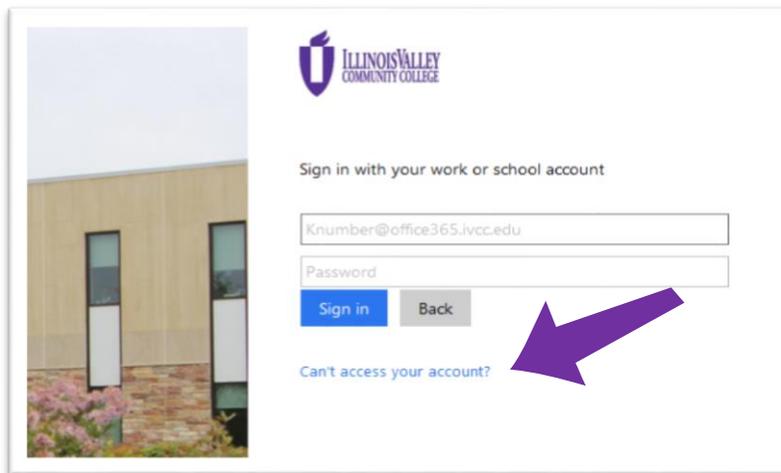
Your email address will be formatted as: Knumber@Office365.ivcc.edu

Self-Service Password Reset:

Students can reset their Office 365 student email password (called self-service password reset – SSPR), but this process must be done while you can still log into your email. If you have not set up the SSPR and cannot remember your password, then you must contact the Student Help Desk at 815-224-0318 or SHD@ivcc.edu.

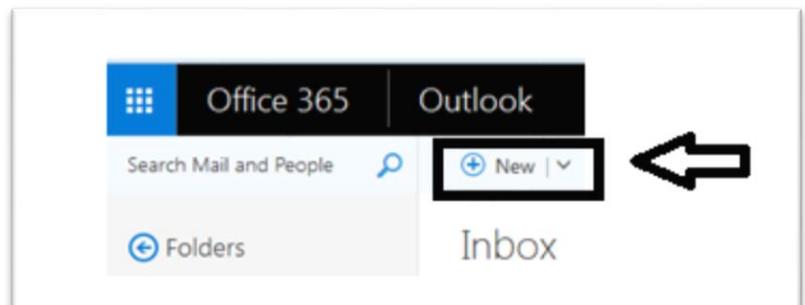
To set up your SSPR:

- Log into your MS Office 365 student email account.
- Click on the app launcher  in the upper left corner.
- Select **View all my apps** located at the bottom of the menu of web apps.
- Click on the **Setup PasswordSe...** app.
- A new tab will open allowing you to set up at least two of the three options: phone (call or text), personal email, and/or security questions. There is a 15 minute counter in the lower right, this counts down your inactive time before logging you out.
- After this process is completed, if you ever forget your password, then click on **Can't access your account?** on the login screen, enter the correct letters and numbers provided, and follow the prompts.



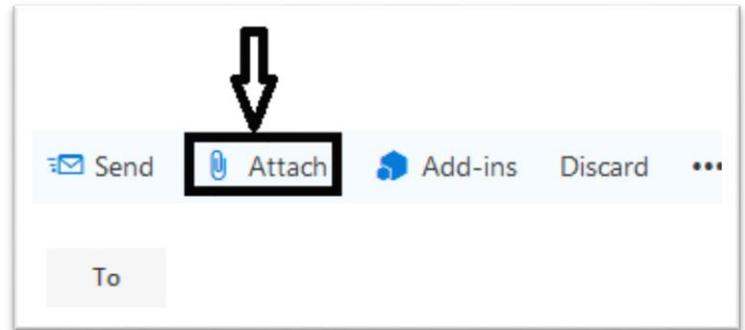
To Send a Message:

- Select  **New**.
- Click in the **To** field and type in the email address;
- Or, click on **To** and select an address from your contacts.
- Create your email text.
- Click **Send**.
- **To locate an instructor's email address:** Go to www.ivcc.edu/directory and enter the instructor's name.



To Send an Attachment:

- Click **Attach** located above the **To** field.
- You will see your files saved in OneDrive. If your files are located elsewhere, click **Computer** to locate the desired drive and file, select the needed file, and click **Open**.
- Click **Attach as a copy**. You will see your file attached to the email.
- **Send** the email.



To Forward Copies to a Personal Email Account:

- Click on **Settings** , located in the upper right corner on the navigation bar.
- Under the heading **Your app settings**, select **Mail**, which is located near the bottom of the screen.
- Select the **Forwarding** option in the **Accounts** section of the navigation pane.
- In the **Forwarding** section, select **Start Forwarding**, enter your personal email address, and click in the box to keep a copy of forwarded messages (choose to keep a copy, because if something happens to your personal email account, then you will still have message copies in your IVCC email account).
- Click **Save**.

To Upload a File to your OneDrive:

- Within your email, click on the app launcher  in the upper left corner.
- Select the OneDrive app from the list of apps.
- Click **Upload**, which is located above the Files list.
- Locate the needed file, click on the file, and select **Open**. This will copy the file to your OneDrive account. (Or you could drag and drop the file.)

To Correct the Region & Time Zone (if entered incorrectly at initial login):

- Click on **Settings** , located in the upper right corner on the navigation bar.
- Under the heading **Your app settings**, select **Mail**, which is located near the bottom of the screen.
- Select **General** on the navigation pane, then choose **Region and time zone**.
- Under **Region and time zone settings**, in **Current time zone** select **Central Time (US & Canada)**.
- Click **Save**.

To Add a Signature Line:

- Click on **Settings**  on the navigation bar.
- Under the heading **Your app settings**, select **Mail**.
- Under **Layout** on the navigation pane, select **Email signature**.
- In the **Email Signature** section, enter and format your signature text.
- Check the boxes to set up your automatic inclusion options for signature.
- Click **Save**.

