

MS Office 365 Student Email

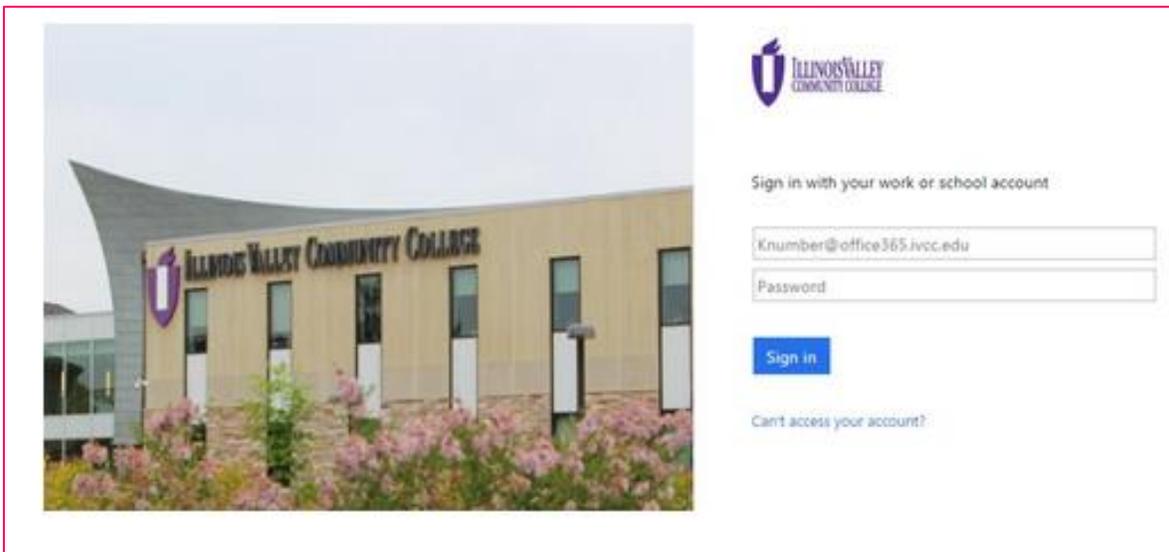
Quick Start Guide

Login Information

Username: K-number@Office365.ivcc.edu

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

www.ivcc.edu/studentemail



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 the initial login, students 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 relying on your device to save the password for your email.

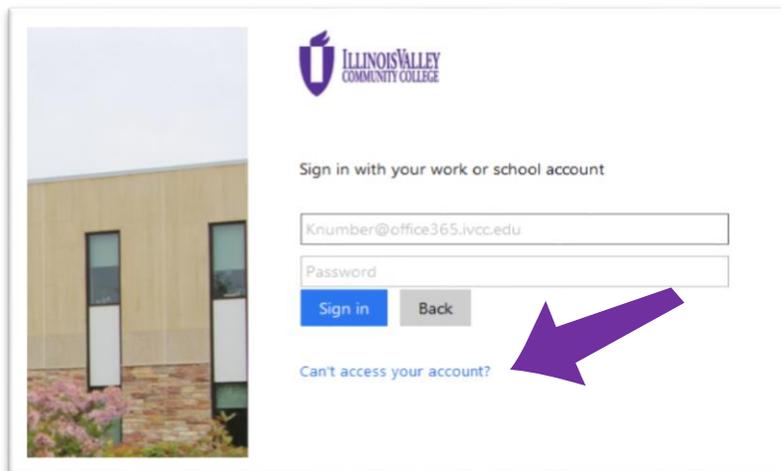
Your email address will be formatted as: **Knumber@Office365.ivcc.edu**

Self-Service Password Reset:

Students can reset their own Office 365 student email password after setting up their Self-Service Password Reset (SSPR). 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 for a reset.

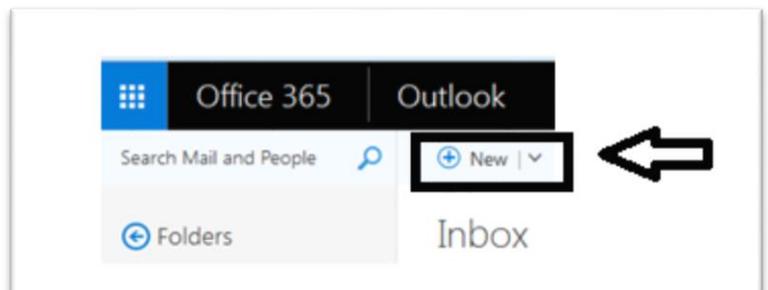
To set up your SSPR:

- Log into your MS Office 365 student email account.
- Click on the app launcher  in the upper left corner.
- Select **ALL** located to the right of HOME and NEW.
- Scroll to the bottom of the list and click on the **Setup PasswordSelfService** app.
- A new tab will open allowing you to set up two of 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, you can click on **Can't access your account?** on the login screen, enter the correct letters and numbers provided to prove you are not a computer, and follow the prompts.



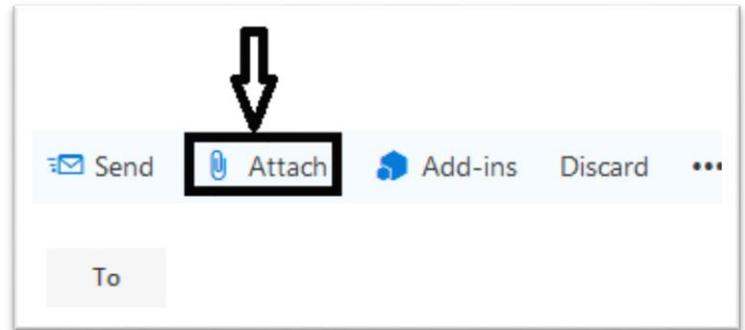
To Send a Message:

- Select  **New**.
- Click in the **To** field and enter the email address;
- Or, click **To** and select an address from your contacts.
- Create your email subject line and 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 list.
- Select the **Forwarding** option under the **Accounts** section of the navigation pane which appeared on your left.
- In the **Forwarding** section, select **Start Forwarding**, enter your personal email address, and click 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 the message copies in your IVCC email account).
- Click **Save**.

To Upload a File to your OneDrive:

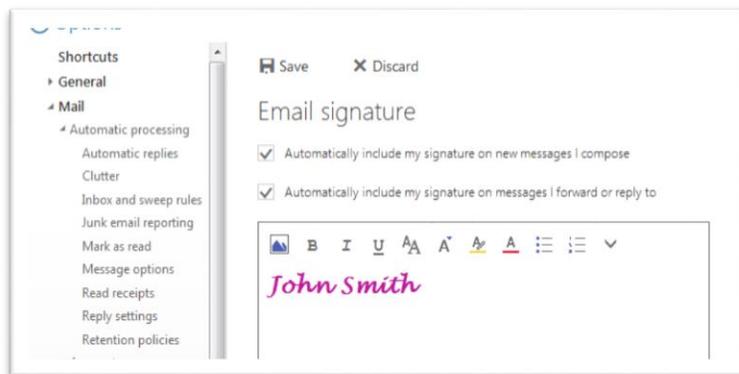
- Within your email, click on the app launcher  in the upper left corner.
- Select the OneDrive app from the list of apps.
- Click **Upload**, which is located above the Files list.
- You must choose if you are uploading **Files** or a **Folder**.
- Locate the needed file or folder, click on the file or folder, and select **Open**. This will copy the file to your OneDrive account. (Or you can drag and drop the file or folder into your OneDrive Files list.)

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 list.
- Select **General** on the navigation pane which appeared on your left, then choose **Region and time zone**.
- Under **Region and time zone settings**, in **Current time zone** select **Central Time (US & Canada)**.
- Click **Save**.

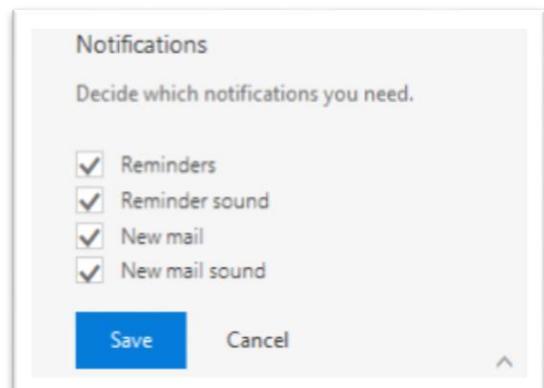
To Add a Signature Line:

- Click on **Settings**  on the navigation bar.
- Under the heading **Your app settings**, select **Mail**.
- Under **Layout** on the navigation pane which appeared on your left, 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 your signature.
- Click **Save**.



To Turn On/Off Email Notifications:

- Click on **Settings**  on the navigation bar.
- Scroll down until you come to **Notifications**, and click on the down arrow to display the Notifications' settings.
- Select your desired settings and click **Save**.



To Assure You Receive Important Emails:



- Click on **Settings** on the navigation bar.
- Under the heading **Your app settings**, select **Mail**, which is located near the bottom of the list.
- Under **Accounts** on the navigation pane which appeared on your left, select **Block or allow**.
- Here, you have two options:
 1. You can choose **Don't move email to my Junk Email folder**.
 2. **Automatically filter junk email**, but add **ivcc.edu** under **Safe Senders and Recipients**.
- **Save**.

Save Discard

Block or allow

Don't move email to my Junk Email folder

Automatically filter junk email

Safe Senders and Recipients

Don't move email from these senders or domains to my Junk Email folder.

Enter a sender or domain here +

microsoftoffice365Edu@email2.microsoft.com

Trust email from my contacts