



Step 2: enter in your student email address and password you were originally issued (example below)

Step 3: Enter in original password then create a new password and confirm new password



Office 365

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

j.doe32@student.southeasterninstitute.edu	
Current password	
New password	
Confirm password	

Update password and sign in

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Step 4: Click 'Next' button to add additional security info to help recover your account



Step 5: Setup at least one of the options below in order to reset your password should you find the need

	Microsoft	j.doe32@student.southeasterninstitute.edu ?
d	don't lose access to your account!	
To	o make sure you can reset your password, we need to collect some info so we can verify who you are. We won't us ecure. You'll need to set up at least 1 of the options below.	e this to spam you - just to keep your account more
9	Authentication Phone is not configured. Set it up now	
0	Authentication Email is not configured. Set it up now	
0	Security Questions are not configured. Set them up now	
	finish cancel	
©20	2017 Microsoft Legal Privacy	Your session will expire in 14:01

Step 6: In this example we chose to configure security questions (This section is personal preference). Click 'save answers'

Microsoft	i.doe32@student.southeasterninstitute.edu 1 2
	joococestaatmoornoornoornoornoornoornoornoornoornoor
don't lose access to your account!	
Please select questions to answer below. Your admin requires you to set up 3 questions, and	d answers must be at least 3 characters long.
Security question 1	
In what city was your father born?	×
Answer1	0
Security question 2	
What city were you in on New Year's 2000?	V
Answer2	0
Security question 3	
What is your father's middle name?	V
Answer3	× 📀
seve answers back	
©2017 Microsoft Legal Privacy	Your session will expire in 14:56

Step 7: You may chose to setup the remaining 2 methods of authentication or click the 'finish' button

Microsoft	j.doe32@student.southeasterninstitute.edu ?
don't lose access to your account!	
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page	e.
Authentication Phone is not configured. Set it up now	
Authentication Email is not configured. Set it up now	
3 Security Questions are configured. Change	
finish cancel	
©2017 Microsoft Legal Privacy	Your session will expire in 11:24

Step 8: Click on the 'Mail' tile in order to access your email account



Step 9: Choose your language as well as your time zone and click 'Save' to get started

0	Chooce your preferred display language and home time zone below. Language English (Inited States) Time zone: Setect time zone

Step 10: You are now logged into your student email account

III Office 365 O	utlook	
Search Mail and People 👂	⊕ New *	
∧ Folders	Focused Other	Filter 🗸
Inbox	Meet Focused Inbox	
Sent Items	 Find email you're likely to read under the rest under Other. 	Focused, and
Drafts	Got it Learn more	
∧ Groups * New	Next: No events for the next two days	Acenda
8-8	Here the events for the next two days.	Agenda
Groups give teams a shared space for email, documents, and scheduling events.		
Discover		
🔤 📑 💒 🗹		