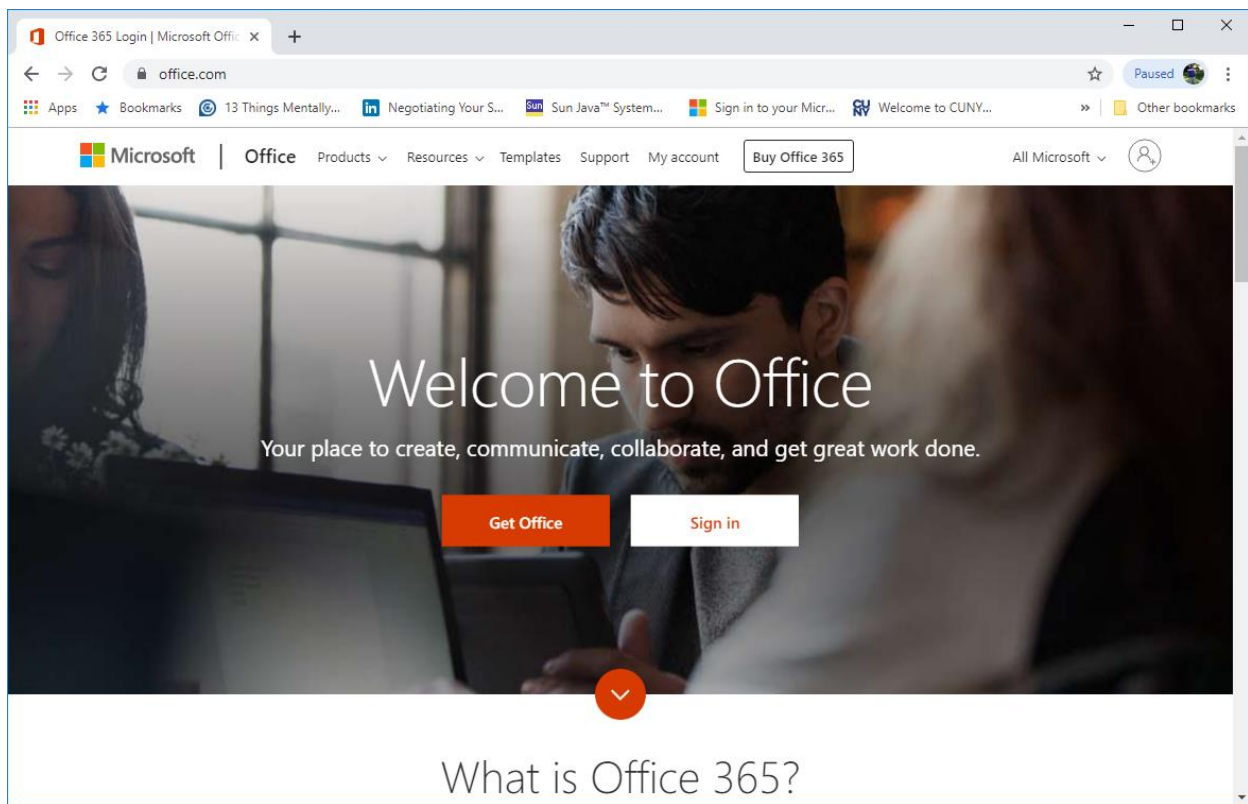


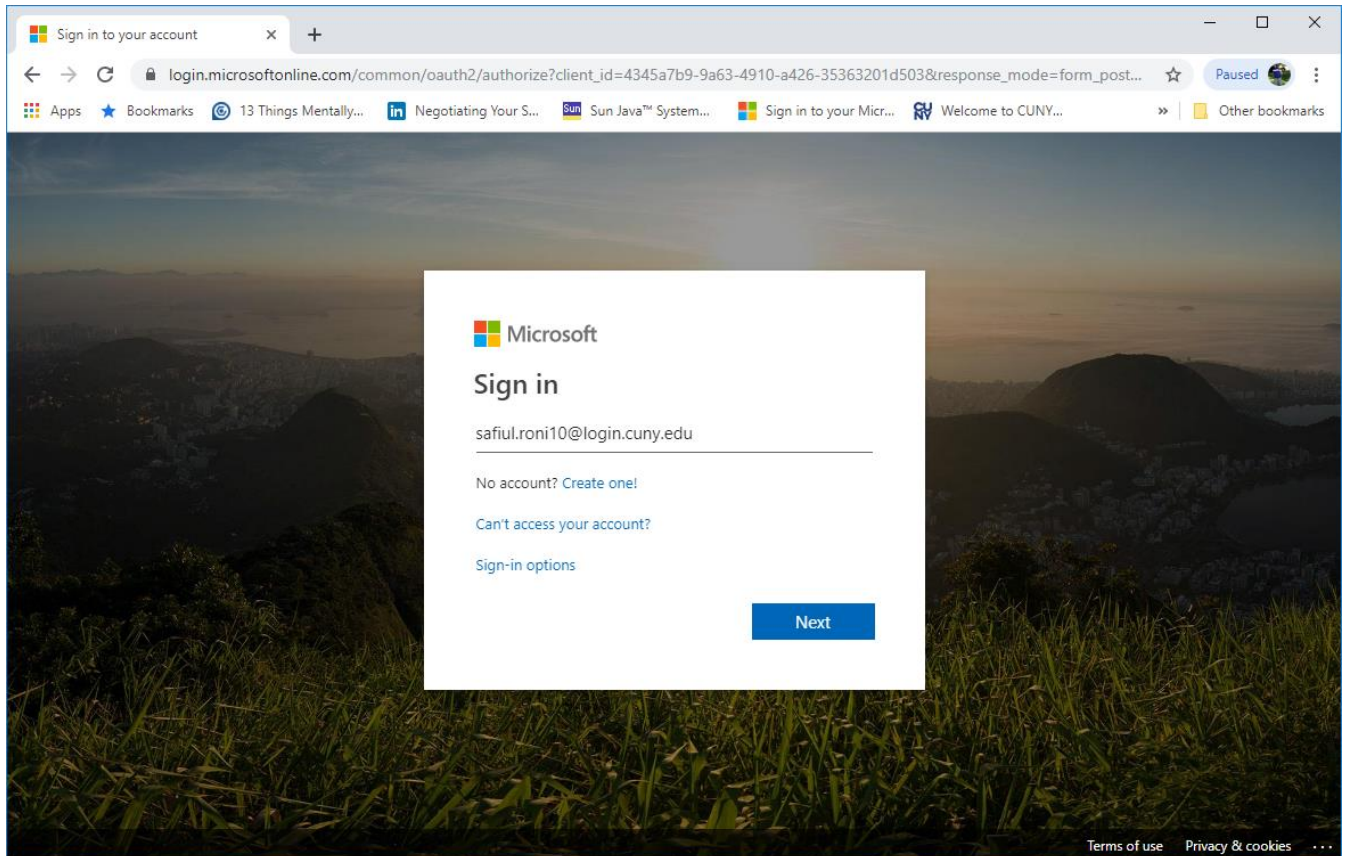


How to sign into Outlook Online using your CUNY login credential in Microsoft Office 365:

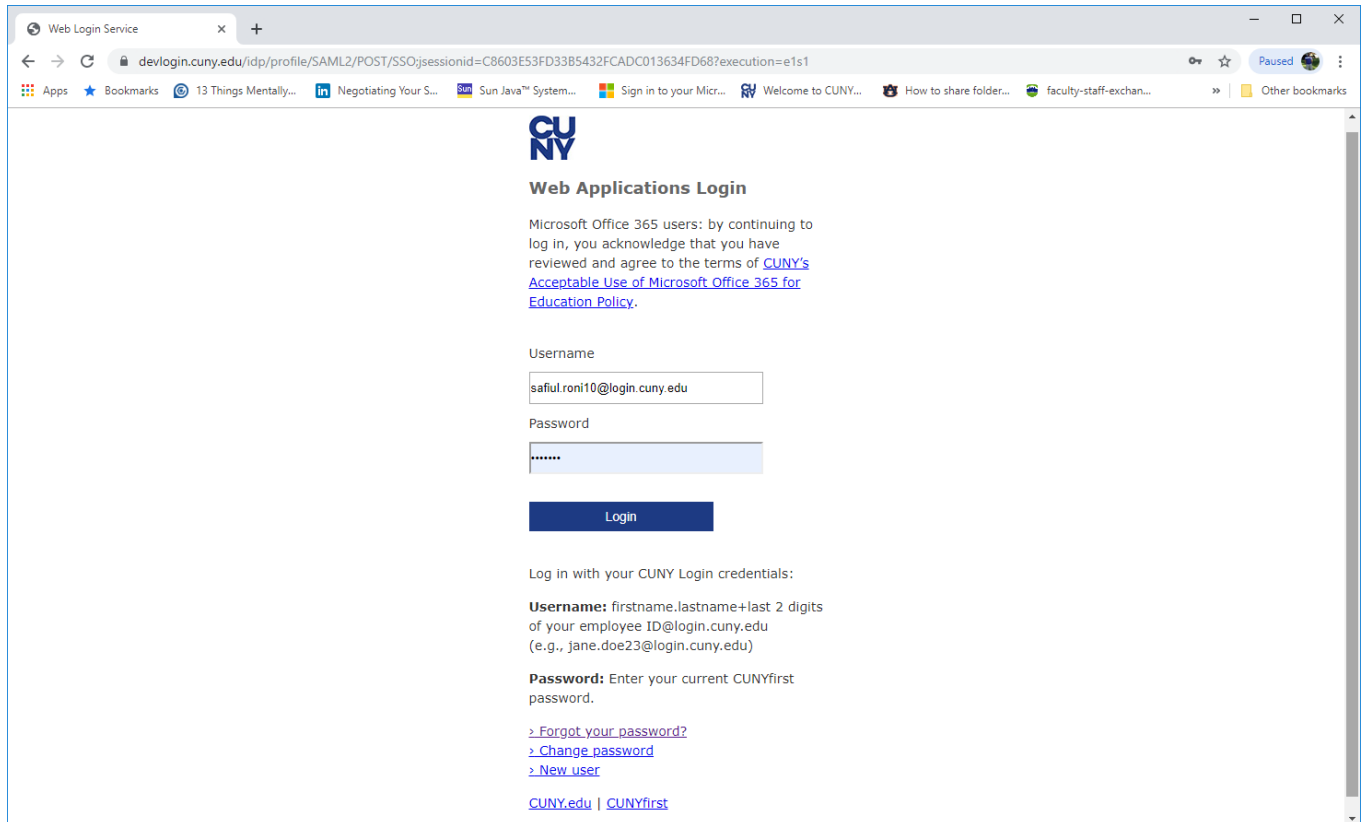
Step 1: Go to www.office.com and click on Sign in.



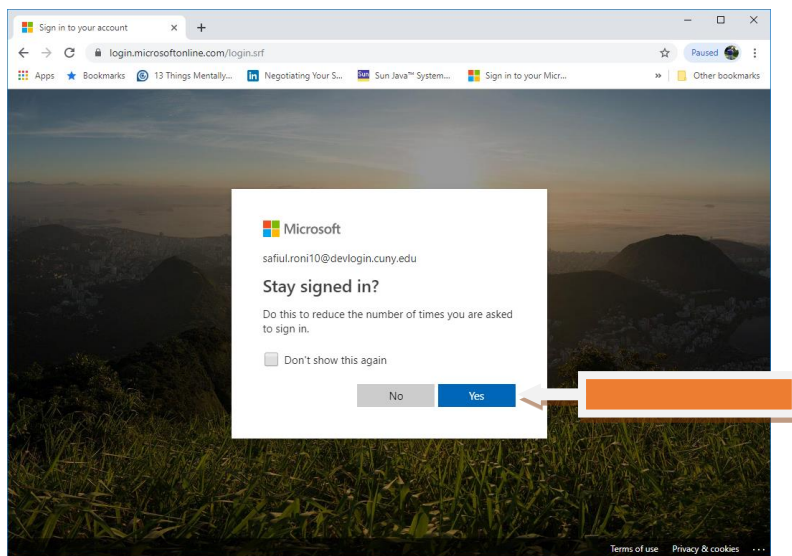
Step 2: Type in your CUNY login user name (yourfirstname.yourlastname## - last two digits from your emplid@login.cuny.edu (i.e – John.doe84@login.cuny.edu)) and then click next.



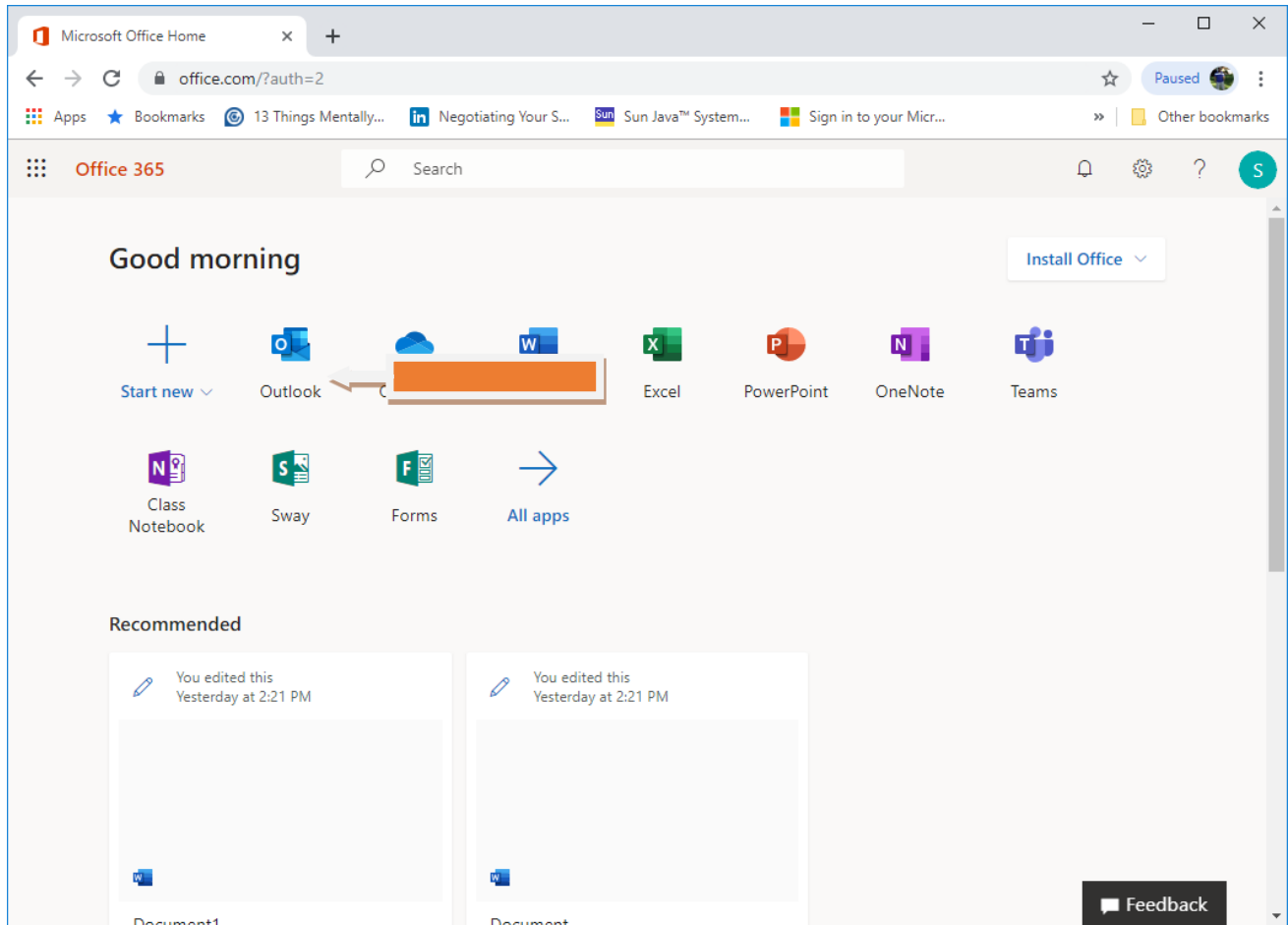
Step 3: Type in your CUNY login credential with your CUNYfirst account password.



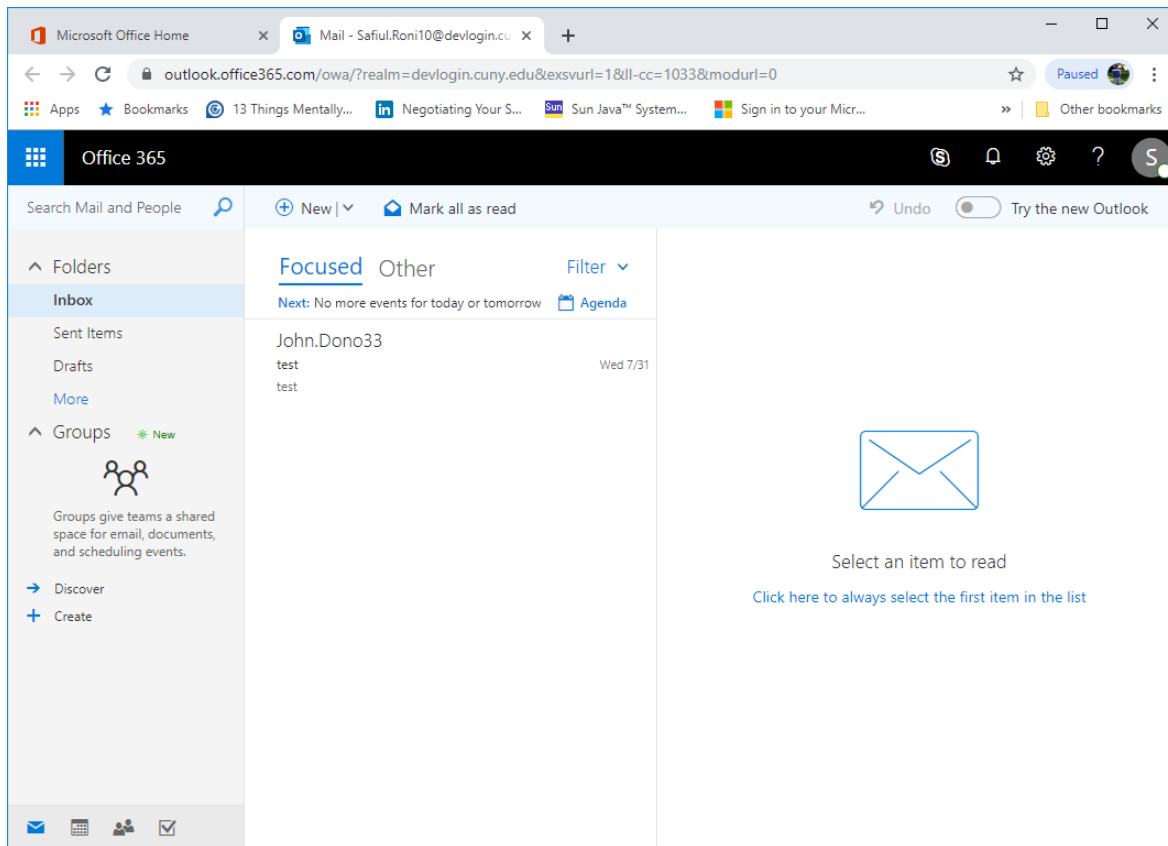
Step 4: Click Yes.



Step 5: Click on **Outlook** and it will take you to your BCC email system.
Likewise, you can access your email directly by going to outlook.office365.com.



Step 6: Welcome to your inbox. You are done.



NOTE: For Assistance Please Contact the BCC Tech Service Center in Roscoe Brown - Room 308 - (718) 289-5970 (students) 718-289-5969 (Faculty/Staff) or email tsc@bcc.cuny.edu.