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

Step 1: Go to [www.office.com](http://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.