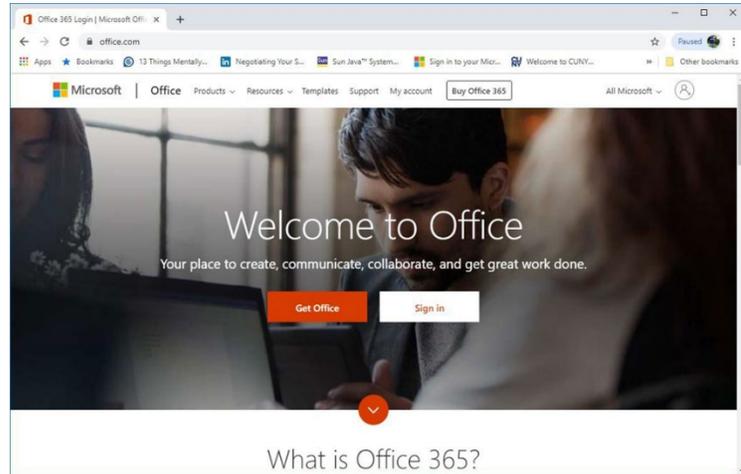
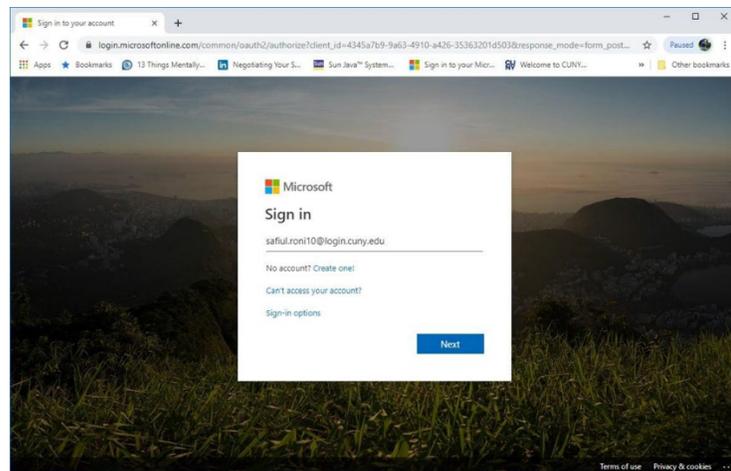


How to Sign into Outlook Online using your CUNY Login Credentials in Microsoft Office 365:

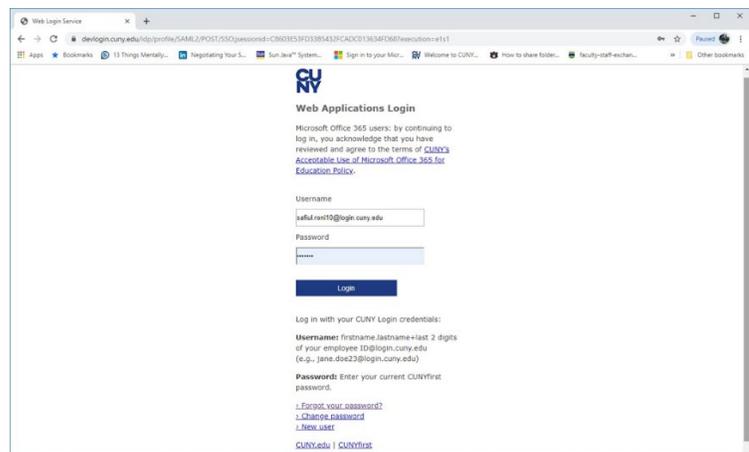
1. Go to www.office.com and click on Sign in.



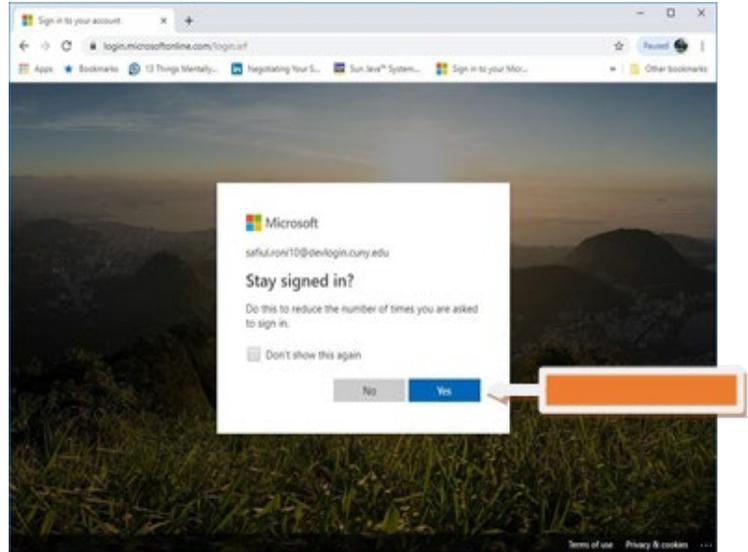
2. Type in your CUNY login user name (yourfirstname.yourlastname## - last two digits from your emplid@login.cuny.edu, i.e – (John.doe84@login.cuny.edu) and then click next.



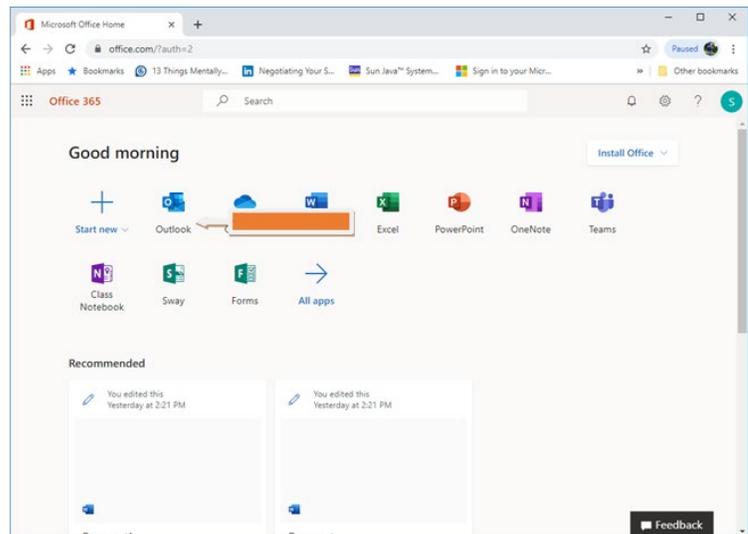
3. Type in your CUNY login credential with your CUNYfirst account password.



4. Click Yes.



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.



6. Welcome to your inbox. You are done.

