

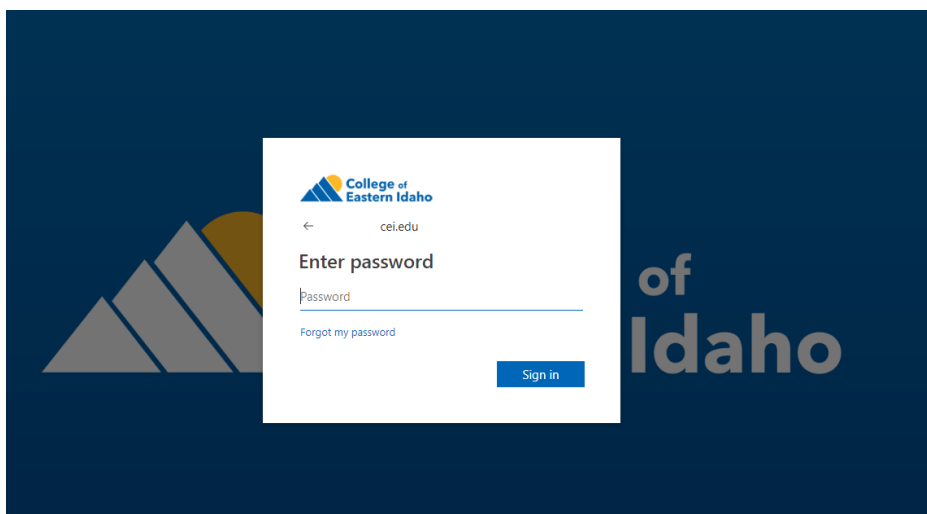
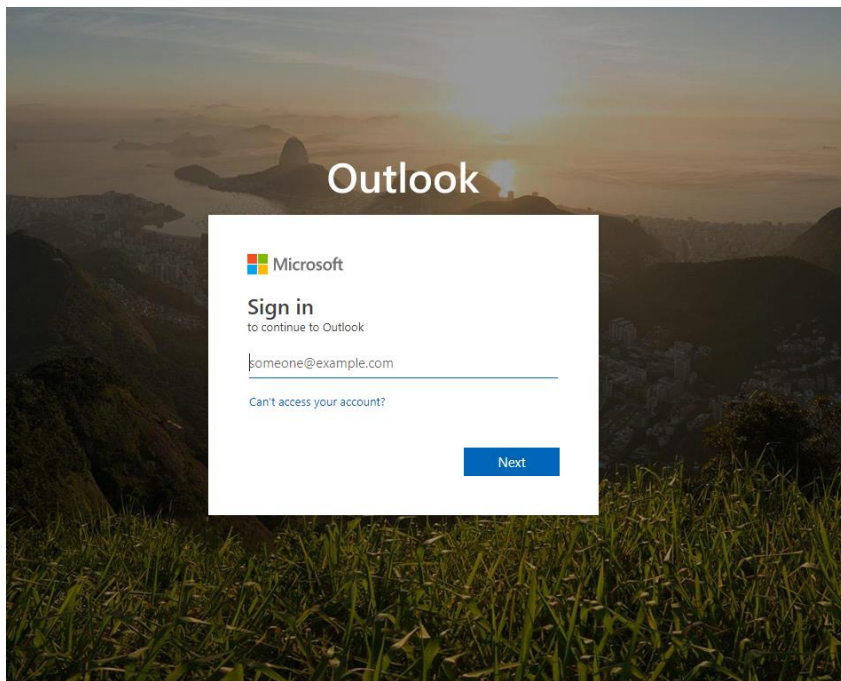
Logging in to CEI email Office 365

Accessing your account

To log into your account, point your browser to one of the following web sites:

<http://mail.office365.com> or <https://login.microsoftonline.com>

A web page similar to the one below should come up.



What are my username and password?

Your e-mail account username will be the same as your username to log onto CEI computers followed by @cei.edu:

<firstname>.<lastname>@cei.edu

For example, Bob Jones would be *robert.jones@cei.edu*. In the event of a duplicate name, a number will be appended to the end of the name. So Mr. Jones might become *robert.jones2@cei.edu*. If you're not sure of your username, contact the IT Help Desk at [208-680-6874](tel:208-680-6874).

To log into your e-mail **the first time**, use your network password which is the **same** password you would use for logging into campus computers. If you have not signed in to a campus PC before, you will need to contact the IT Help Desk at [208-680-6874](tel:208-680-6874). As soon as you log in you will be prompted to create a new password.

Once it accepts your password, you will be sent to the initial page for Office 365. After the first login you will be asked to set your Time Zone which is Mountain Time (US & Canada)

