

Office 365 Employee E-mail



Accessing Your Account via the Web

1. Go to <http://outlook.com/sjcd.edu>.
2. Type in your username and then click **Next**.
*Your username will be your first name *dot* last name followed by @sjcd.edu
(Example: John.Doe@sjcd.edu).

3. Type in your password and then click **Sign in**.
*Your password is the same password you use to log into a campus computer.

Once you have successfully signed in, you will be directed to your Office 365 landing page.



Reset your Office 365/Network Password

Employees that have forgotten their network password, can reset their password by using the Password Self Service System at www.sanjac.edu/password. As long as an employee has set up his/her security questions, he/she will be able to create a new password that will work for SOS, Office 365, Blackboard, computers on-campus, and any other resource that uses the SOS password.

What if I Still Need Help?

You may contact San Jacinto College Technical Support via the following options:

- ✓ By phone at 281-998-6137 (x6137 if on-campus)
- ✓ By email at TechSupport@sjcd.edu
- ✓ Online at www.sanjac.edu/rightanswers