

# Office 365 Student E-mail Service



## First Time Accessing Your Account

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San Jacinto College provides email service to all fully registered and paid students.

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### Initial Setup Instructions

1. Go to <https://portal.microsoftonline.com>.
2. Enter your username and password.  
\*Your username will be your last name *dot* first initial the last six numbers of your G# followed by @stu.sanjac.edu (Example: Doe.J123456@stu.sanjac.edu).  
\*Your initial password will be your date of birth in a MMDDYYYY format.

A screenshot of the Microsoft Office 365 sign-in page for an organizational account. The page has a white background with a black border. At the top, it says "Sign in with your organizational account". Below that is a text input field containing the email address "Doe.J123456@stu.sanjac.edu". Underneath is a password input field with six dots. There is a checkbox labeled "Keep me signed in" which is currently unchecked. At the bottom left is a blue "Sign in" button.

3. Once you are logged in, you will be taken directly to your Inbox.

## Syncing Your Email Password with SOS

Students have the option of syncing their student email password with their SOS password.

Once you've completed the initial set up instructions outlined above and you are interested in syncing your Office 365 password with SOS, simply log into the Password Self Service System at [www.sanjac.edu/password](http://www.sanjac.edu/password) to change your SOS password.

Once you've changed your SOS password, your student email password will automatically update to match, so you can use a single password to access both!

**Note: Your password must be between 8 and 16 characters and meet the additional requirements.**

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## What if I Need Help?

The Open Labs in the Interactive Learning Centers (ILCs) on each campus will have a number of short documents available describing how to access, set up, and use your account. Also, the Lab Assistants will be able to help answer your questions.

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

- ✓ Online at <http://techsupport.sanjac.edu>
- ✓ By phone at 281-998-6137 (x6137 if on-campus)
- ✓ By email at [TechSupport@sjcd.edu](mailto:TechSupport@sjcd.edu)