

Office 365 Student E-mail Service



An Introduction

San Jacinto College provides email service to all fully registered and paid students. This document provides an overview of the service including: explanation of who is eligible for a College email account, expectations for how the service will, may and should be used, description of email addresses and how to access the system, and how to get technical support.

You @ Stu . SanJac . Edu

All San Jacinto College students have access to email service provided by the College. An email address will automatically be generated for you once you have registered and paid for a class at the College. The email service provides 50 GB of storage, access from portable devices, and built-in anti-spam message filtering.

This email service is for your use only.

Important Communication

The College email service represents an official means of communication between you (the student) and the College. Faculty will rely on your College email account for official communications related to your courses (i.e. assignment reminders, class announcements, and other day-to-day notices). College administrative offices may communicate with you regarding your account status, financial aid, academic standing, campus closures or emergencies, and/or other official communications. **It is important that you check your College email account on a regular basis to make sure you read any official messages the College may send you.**

Acceptable Use

This email service is for your use only. Please review all College policies related to the acceptable use of technology resources; the policies are available online at:

Policy VI-V Policy on Information Resources: <http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-v-policy-information-resources>

What's My Email Address & Password?

All student email addresses will use a standard format. Your email username will be your last name *dot* your first initial the last six digits of your College issued G# number followed by @stu.sanjac.edu:

(LastName).(FirstInitial)(LastSixG#)@stu.sanjac.edu

For example, if your name is John Doe and your G# is G00430697, your email address will be:
Doe.J430697@stu.sanjac.edu

Your initial password for your e-mail account will be your birthday in MMDDYYYY format. If your birthday is June 9, 1985, your password will be 06091985.

Sync Your SOS & Office 365 Password!

Students have the option to sync their student email password with their SOS password. Once you've set up your Office 365 email account, simply log into Password Self-Service at www.sanjac.edu/password and change your SOS password to sync both.

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

Show Me My Email!

You may access your San Jacinto College email address online at:
<https://portal.microsoftonline.com>

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