

Office 365 Student E-mail



First Time Accessing Your Account

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

Initial Setup Instructions

1. Go to <https://portal.microsoftonline.com>.
2. Type in your username and then click **Next**.
*Your username will be your last name *dot* first initial the last six numbers of your G# followed by @stu.sanjac.edu (Example: Doe.J430697@stu.sanjac.edu).

3. Type in your password and then click **Sign in**.
Your initial password will be your date of birth in a MMDDYYYY format (Example: 06061996).
NOTE: If your date of birth does not work, try your SOS password instead.

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



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 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: In order for your new password to work with your student email account, your password must be between 8 and 16 characters.

Reset your Office 365 Password

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

Note: In order for your new password to work with your student email account, your password must be between 8 and 16 characters.

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. In addition, helpful documentation is also available at: <http://sjcblogs.sanjac.edu/its/office-365/training-resources/> and www.sanjac.edu/rightanswers.

You may also 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