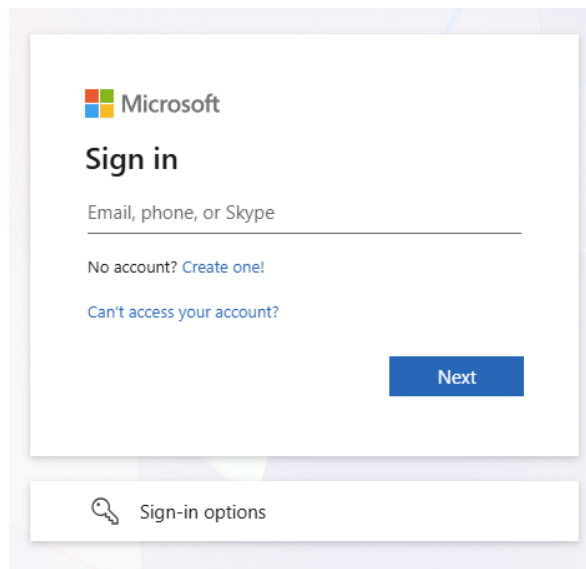


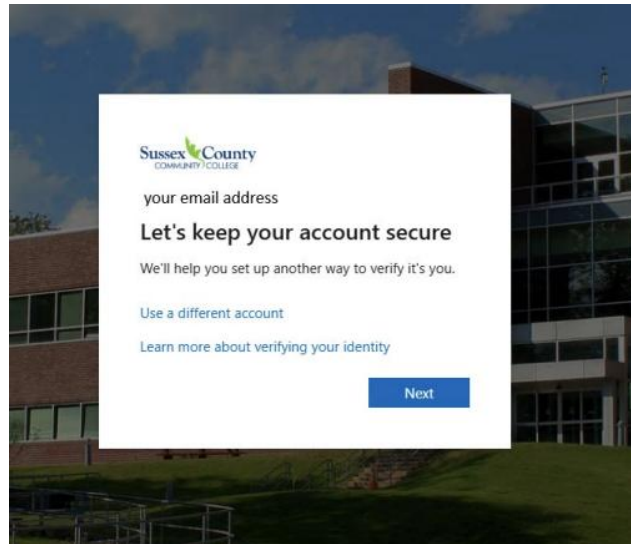
Setting up your student email account through Microsoft Outlook

- Instead of using Gmail to access your student email, you will be using **Microsoft Outlook**. Your Microsoft Outlook account will also be used to log in to the my.sussex.edu portal.
 - o Note: It is **highly** recommended to set up your Outlook account on a computer instead of your phone or tablet.
 - o Logging into your Outlook account **requires** the use of the @student.sussex.edu part of your email address.
 - However, logging into PCs on campus (for example, in a computer lab) **only then would you omit** the @student.sussex.edu part of your email address. **You will no longer log in as “student” using the “stu95” password.**
- 1. In your web browser, go to <https://outlook.office.com>
 - a. You will be brought to a Microsoft sign in page.
 - i. You should have received an email from the college to your personal email with your login credentials. **For the vast majority people, your student email address did not change.**
 - 1. Enter your student email address in the prompt



If you're struggling to log in using the existing email address you have been using, contact I.T. at (itservice@sussex.edu) or (973) 300-2333 and we can assist you

2. You will be brought to the Enter Password prompt
 - a. The instructions for decoding your temporary password were included in the email sent to your personal email address. If you did not receive this email, please contact I.T. at (itservice@sussex.edu) or (973) 300-2333 for instructions decoding this password.
3. You will be asked to set up the Microsoft Authenticator 2 Step Verification system



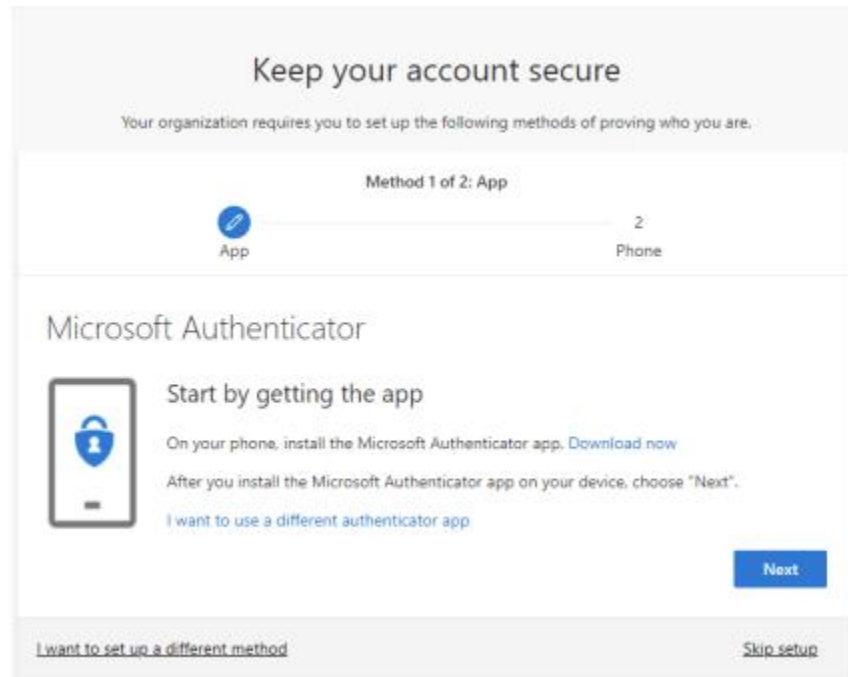
- You can download the Microsoft Authenticator app from the Google Play Store if you have an Android phone, or from the App Store if you have an iPhone or iPad.



[Click here for iPhone](#)

[Click here for Android](#)

4. You will see this screen



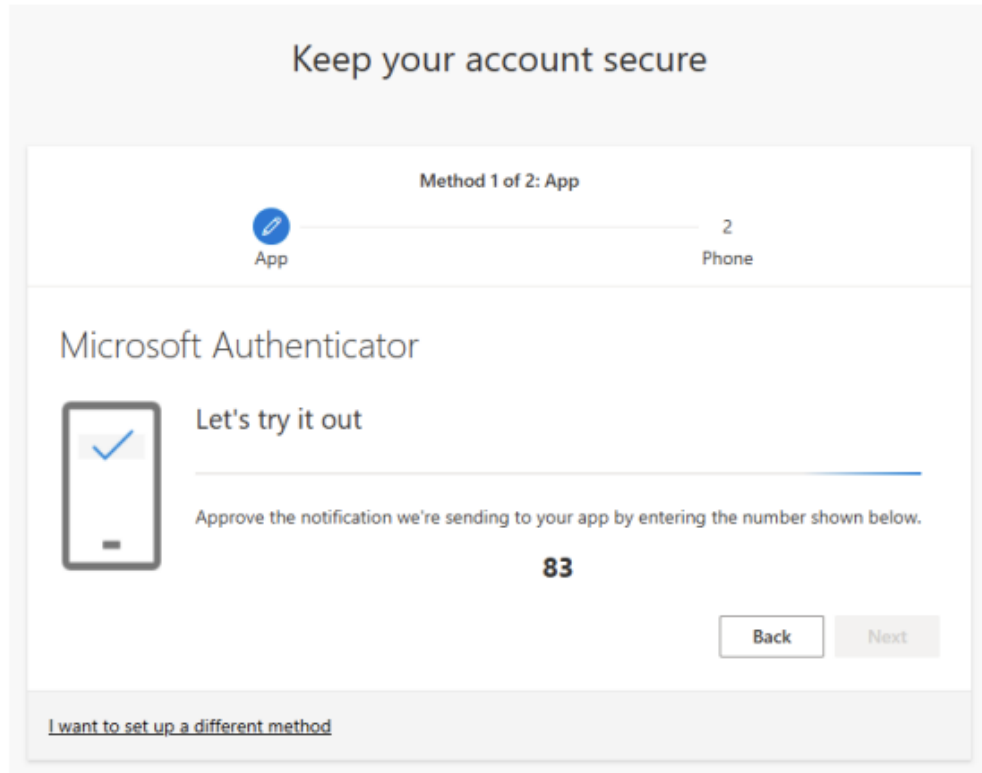
5. Click **“Next”**
 - a. A QR code will appear

After you scan the QR code, choose “Next”.

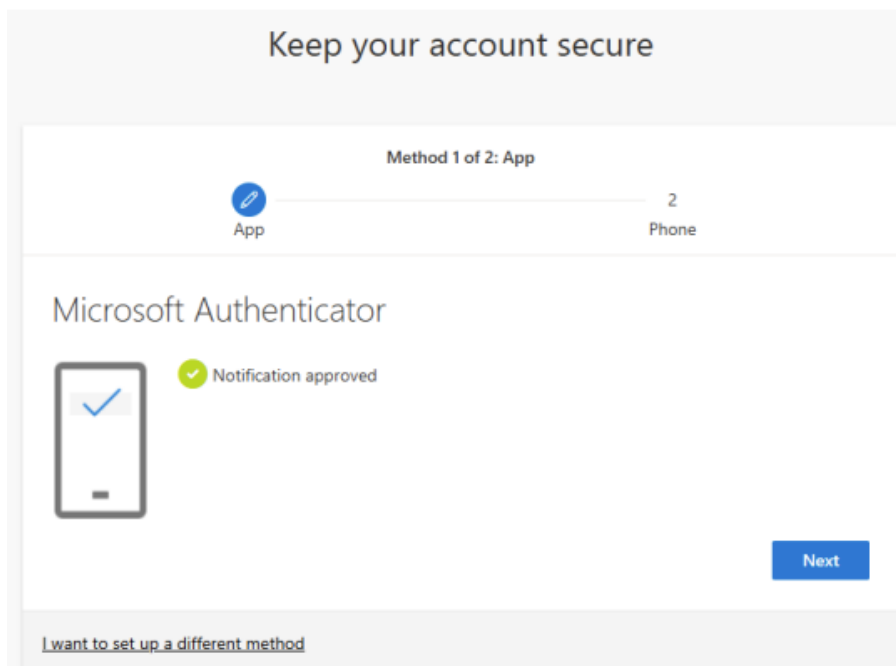


6. Go back to your phone, and open the Microsoft Authenticator app you just downloaded
 - a. If are a new Authenticator user, you will see a screen with three options
 - i. Press **“Scan a QR Code”**
 - ii. Scan the QR code

- iii. After you scan the QR code, it will show a two-digit number on your PC screen.



- iv. Your phone will prompt you to enter this number to “approve” the login attempt. **Enter the code**
- v. If all has gone well, you will see this screen



7. You will be prompted to add your cell phone number to your account as well
 - i. Adding your phone number lets you reset your password on your own in the event you forget your password
 - b. Enter your phone number
 - c. Under **“Choose how to verify”**
 - i. Select **“Receive a code”**
 1. You will receive a text message with a code, enter that code

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 Enter the code below.

Enter code

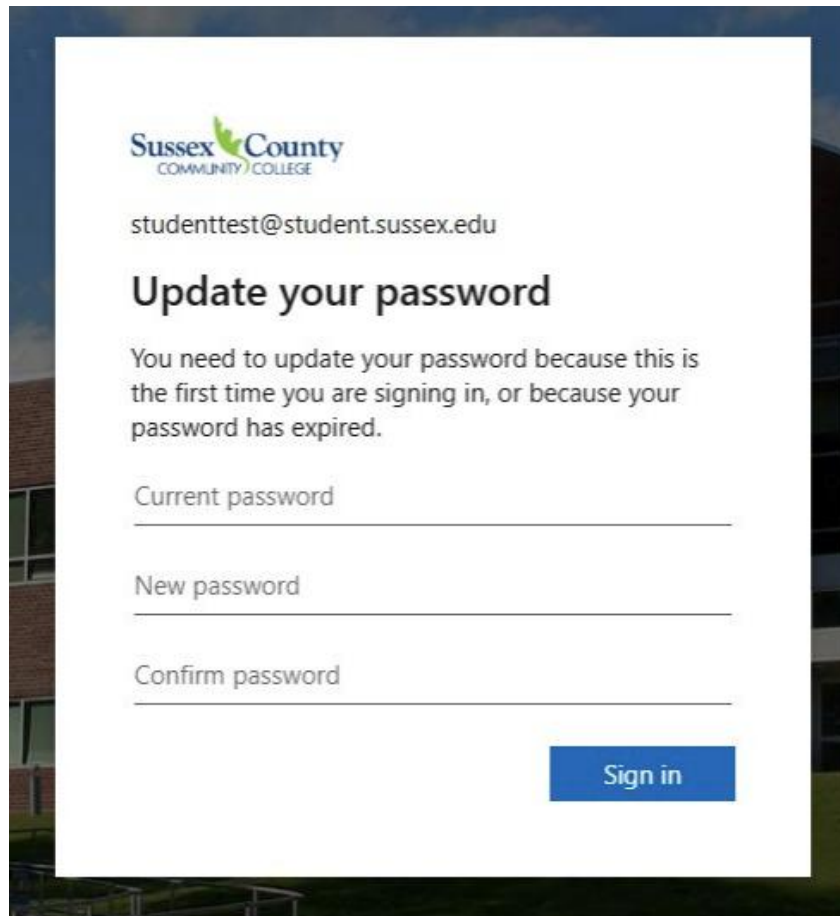
[Resend code](#)

Back Next

[I want to set up a different method](#)

- d. And you have successfully set your phone number! **Keep reading...**

8. After this, you will be prompted to set a new password



The screenshot shows a web form for updating a password. At the top left is the Sussex County Community College logo. Below the logo is the email address 'studenttest@student.sussex.edu'. The main heading is 'Update your password'. Below the heading is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. At the bottom right is a blue 'Sign in' button.

- Enter your temporary password in the “Current password” field
 - o In the “new password” field, enter a password of your choice. You will need at least one capital letter, one lowercase letter, one number, and one punctuation mark. Generally, passwords should be 8-10 characters.
 - o **NOTE: IT IS IMPORTANT TO REMEMBER THIS PASSWORD**
 - You will be using this password to log into computers on campus, to log into Microsoft Outlook, to log into Office365, and to log into the my.sussex.edu portal.

And you are set! You can access your student email at any time by visiting <https://www.outlook.office.com>