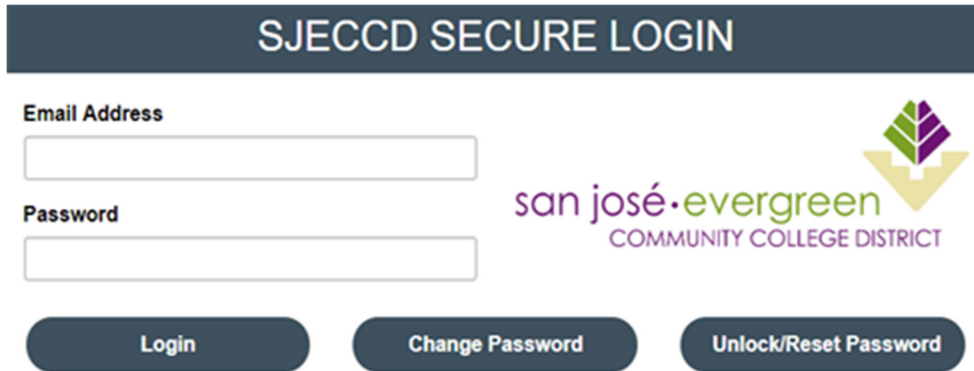


Office 365 Outlook Instructions

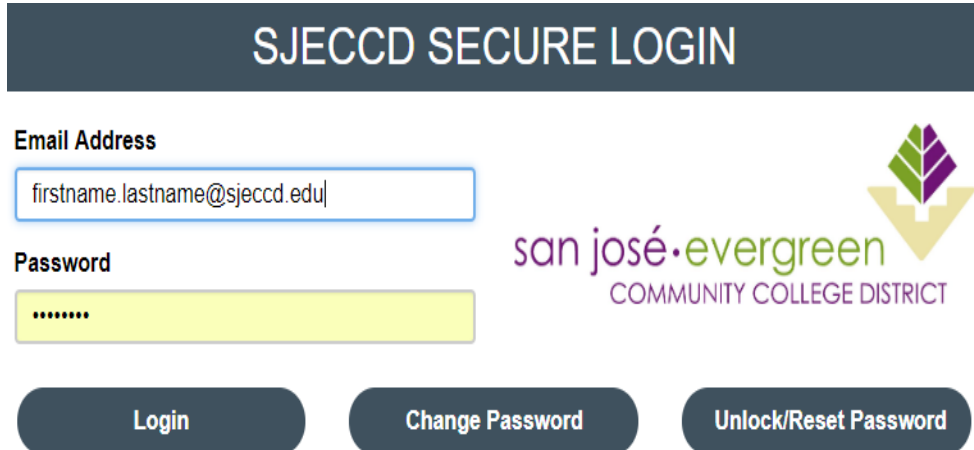
Directions for accessing Office 365. For assistance, contact the SJECCD ITSS Help Desk at 408-270-6411, its.helpdesk@sjeccd.edu, or online at <https://services.sjeccd.edu/tdclient/home/>.

1. To access SJECCD, SJCC or EVC Office 365, browse to one of the following URLs per your district location, <https://outlook.com/evc.edu>, <https://outlook.com/sjeccd.edu>, or <https://outlook.com/sjcc.edu>. These URLs go to the **SJECCD Secure Login** page.



The screenshot shows the 'SJECCD SECURE LOGIN' page. It features a dark blue header with the title in white. Below the header, there are two input fields: 'Email Address' and 'Password', both currently empty. To the right of these fields is the logo for 'san josé·evergreen COMMUNITY COLLEGE DISTRICT', which includes a stylized tree icon. At the bottom of the form area, there are three dark blue buttons with white text: 'Login', 'Change Password', and 'Unlock/Reset Password'.

2. Enter your email address and password. Select Login.



This screenshot shows the same 'SJECCD SECURE LOGIN' page as above, but with the 'Email Address' field filled with the text 'firstname.lastname@sjeccd.edu'. The 'Password' field is now filled with a series of dots, indicating it is masked. The 'Login' button is highlighted with a light blue glow, indicating it is the active selection. The other elements, including the logo and the 'Change Password' and 'Unlock/Reset Password' buttons, remain the same.

- 3. If you are logging in for the first time, you will go through the Single Sign-On enrollment process. Select Continue.

SJECCD SECURE LOGIN - ENROLLMENT

Please enter your current password and click the button below to enroll your challenge answers.

Email Address

Password

Continue

- 4. Select three predefined questions and enter your answers to them.

SJECCD SECURE LOGIN - SELF SERVICE

Please answer at least 3 of the 10 questions below.
NOTE: Answers must be at least 3 characters long.

Email Address

2) What town/city were you born?

4) What is your favorite color?

6) What is your high school's mascot?

Cancel

Answers remaining: **3 optional**

- Click the Continue button.

SJECCD SECURE LOGIN - SELF SERVICE

Self-Service Action Successful

[Continue](#)

- On the Mobile Phone page, enter in your mobile phone number. Select Continue.

SJECCD SECURE LOGIN - ENROLLMENT

Please enter your current password and your mobile phone number to enroll. A text message will be sent immediately for confirmation. (Standard texting fee applies per your carrier's plan.) You can skip this enrollment but you will be asked to enroll again during your next login.

To **permanently** suppress reminders for this authentication type, check the box below before skipping. You can always enroll from the Account Management page.

Email Address	<input type="text" value="Brian.Jones@sjeccd.edu"/>
Password	<input type="password" value="*****"/>
Country	<input style="border-bottom: 1px solid black;" type="text" value="United States"/>
Mobile Phone Number	<input type="text" value="4087286188"/>

Permanently Suppress Reminders

- A one-time passcode (OTP) will be sent to your mobile phone. Check your mobile phone for the OTP passcode. Enter the OTP passcode it into the One-Time-Passcode field (standard texting fee may apply per your carrier). Select Continue.

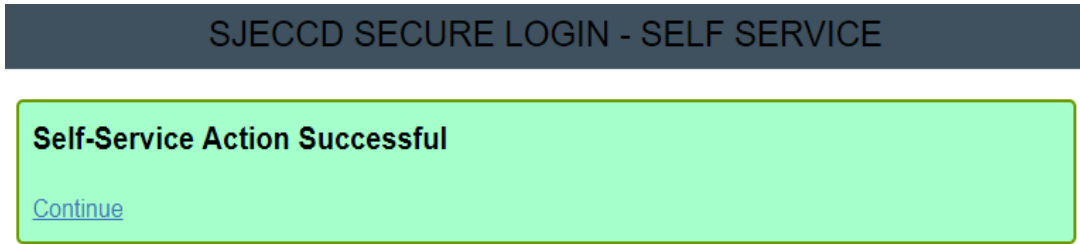
SJECCD SECURE LOGIN - SELF SERVICE

A One Time Passcode (OTP) has been sent to your mobile phone. It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

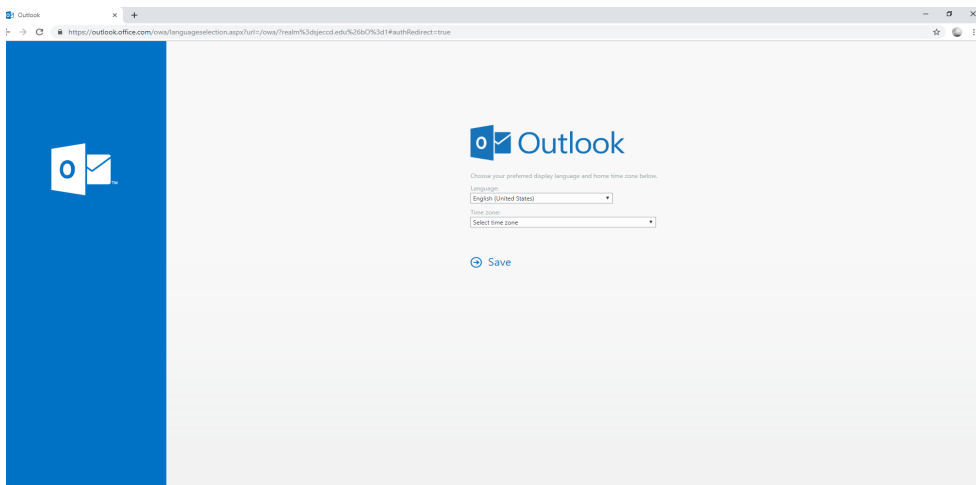
Email Address	<input type="text" value="Brian.Jones@sjeccd.edu"/>
One Time Passcode	<input type="text" value="42553713"/>

[Other One Time Passcode \(OTP\) Options](#)

- 8. Select Continue.



- 9. If this your first time logging into the Office 365 Outlook, you will be asked to put in your language and Time Zone preferences. Enter in **Pacific Time** and select **Save**.



- 10. You should now be in Office 365 Outlook.

