How to login to Office 365

1. Navigate to the following site http://outlook.com/evc.edu
2. On the “Sign In” page enter your user name (your MyWeb login) in the following format: username@stu.evc.edu
   Ex. If you are a student at EVC and your MyWeb id is jaad9999 then your username will be jaad9999@stu.evc.edu
3. Enter your password - The initial password is password with a capital “P” and your six digit date of birth ex. If your date of birth is 06/25/95 your initial password will be Password062595

4. After successfully logging in you will be prompted to change your password
5. Once you have logged in you can access your email inbox by clicking the “inbox” option under the “outlook” section of the page

If you need further help please contact the helpdesk at (408) 270.6411