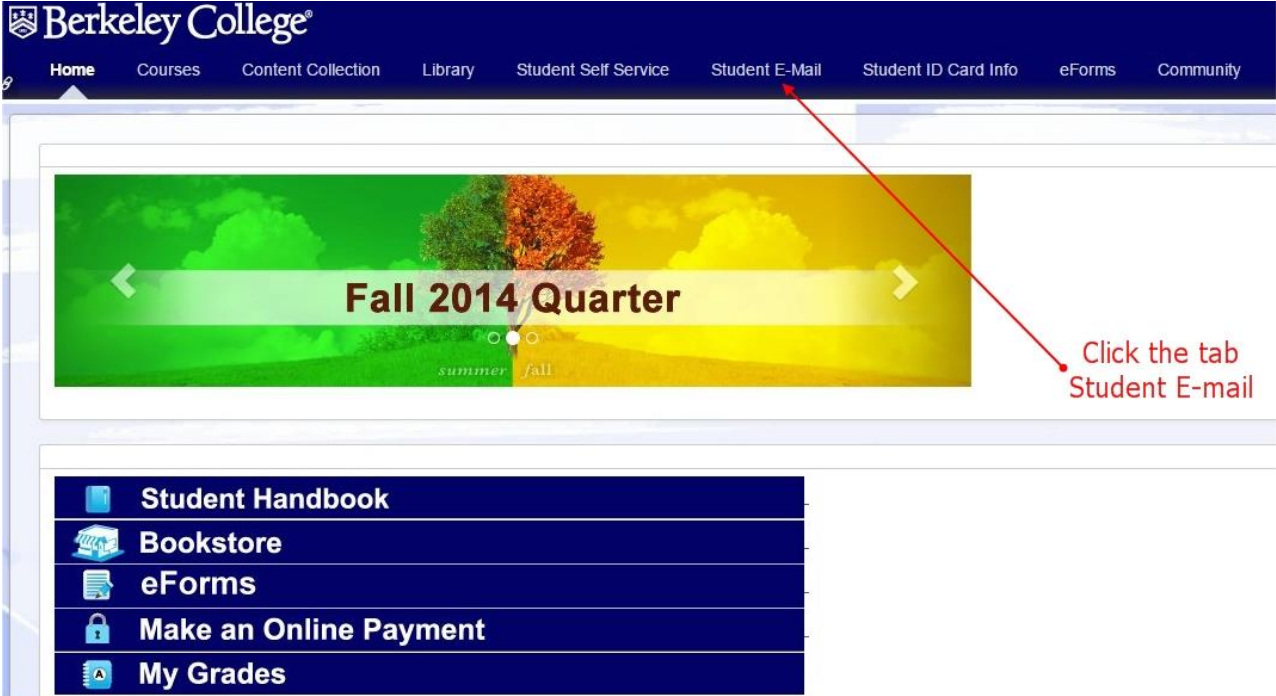
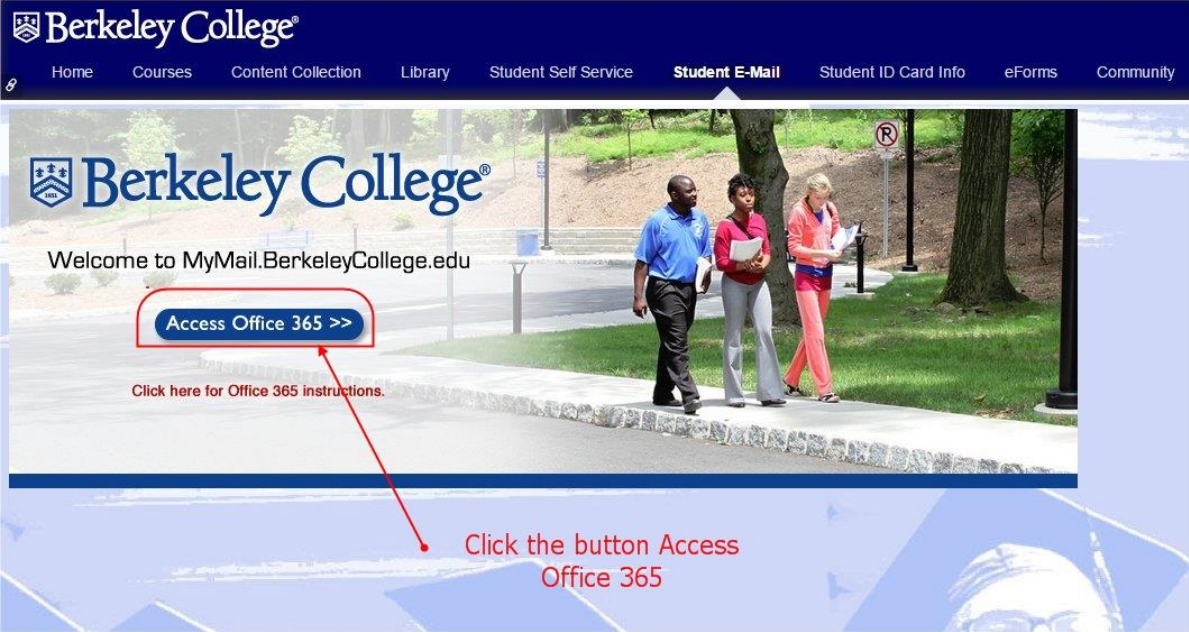


# Office 365 Blackboard E-Mail Login

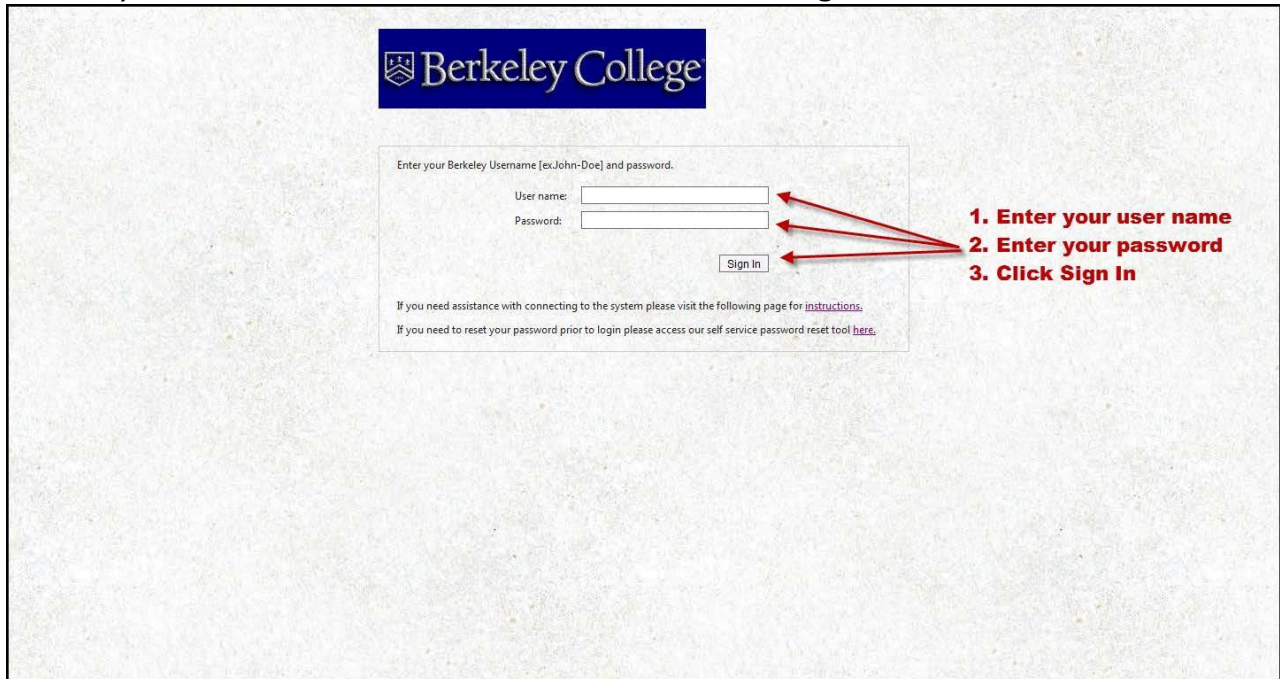
To access Office 365 click on the Student Email tab on the landing page in Blackboard.



Next, click on the Access Office 365 button.



Enter your User Name and Password then click Sign In.



The image shows the Berkeley College login page. At the top is the Berkeley College logo. Below it is a login form with the following elements:

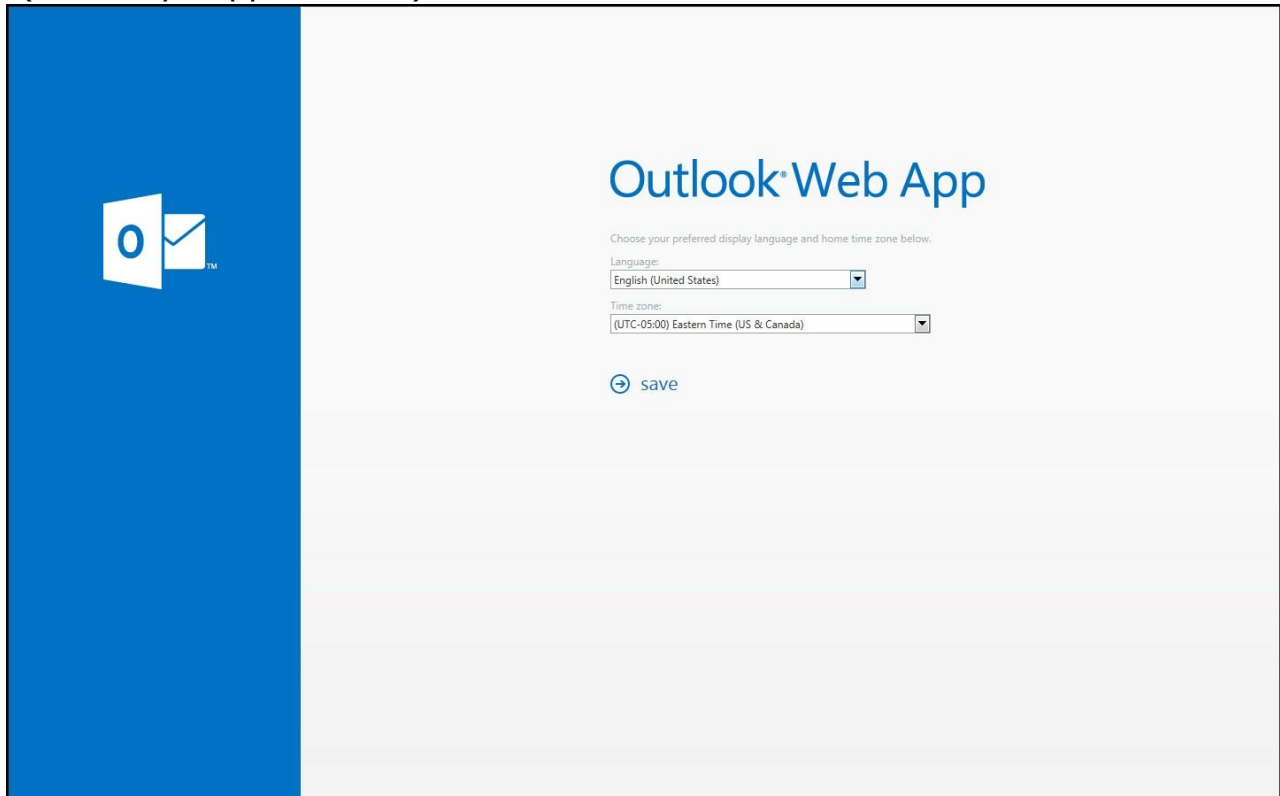
- Text: "Enter your Berkeley Username [ex:John-Doe] and password."
- Text: "User name:" followed by a text input field.
- Text: "Password:" followed by a password input field.
- Text: "Sign In" button.
- Text: "If you need assistance with connecting to the system please visit the following page for [instructions](#)."
- Text: "If you need to reset your password prior to login please access our self service password reset tool [here](#)."

Three red arrows point from the right side of the page to the input fields and the Sign In button, with the following numbered instructions:

1. Enter your user name
2. Enter your password
3. Click Sign In

Next adjust the Time zone so the appropriate zone appears then click Save.

(This only happens once)



The image shows the Outlook Web App settings page. On the left is a blue vertical bar with the Outlook logo. The main content area is white and contains the following elements:

- Section header: "Outlook® Web App"
- Text: "Choose your preferred display language and home time zone below."
- Text: "Language:" followed by a dropdown menu showing "English (United States)".
- Text: "Time zone:" followed by a dropdown menu showing "(UTC-05:00) Eastern Time (US & Canada)".
- Text: "save" button with a circular arrow icon.

The Outlook email client is now ready to use.

