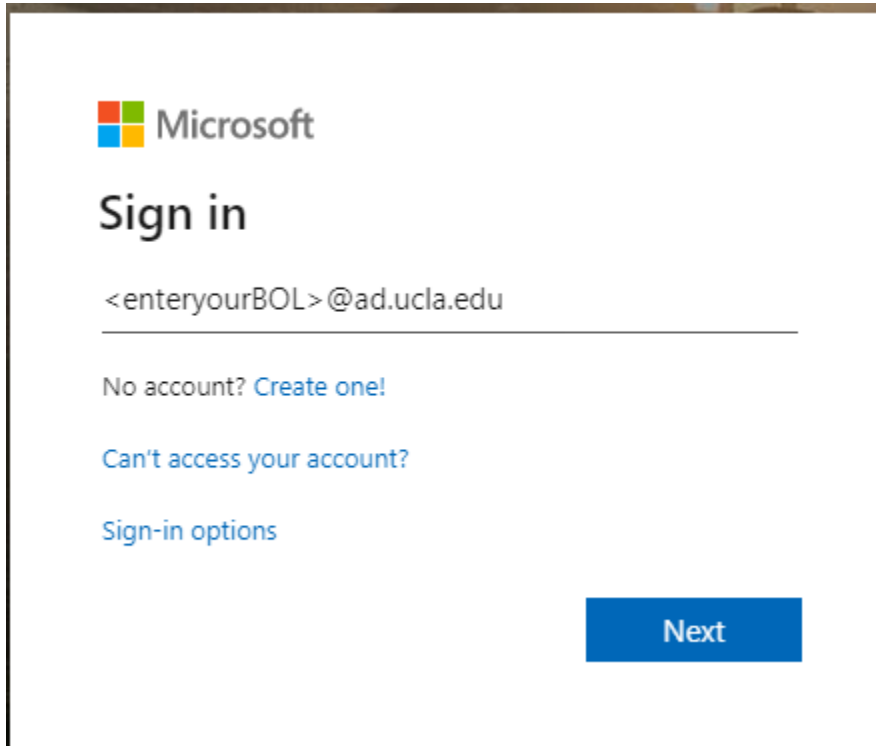


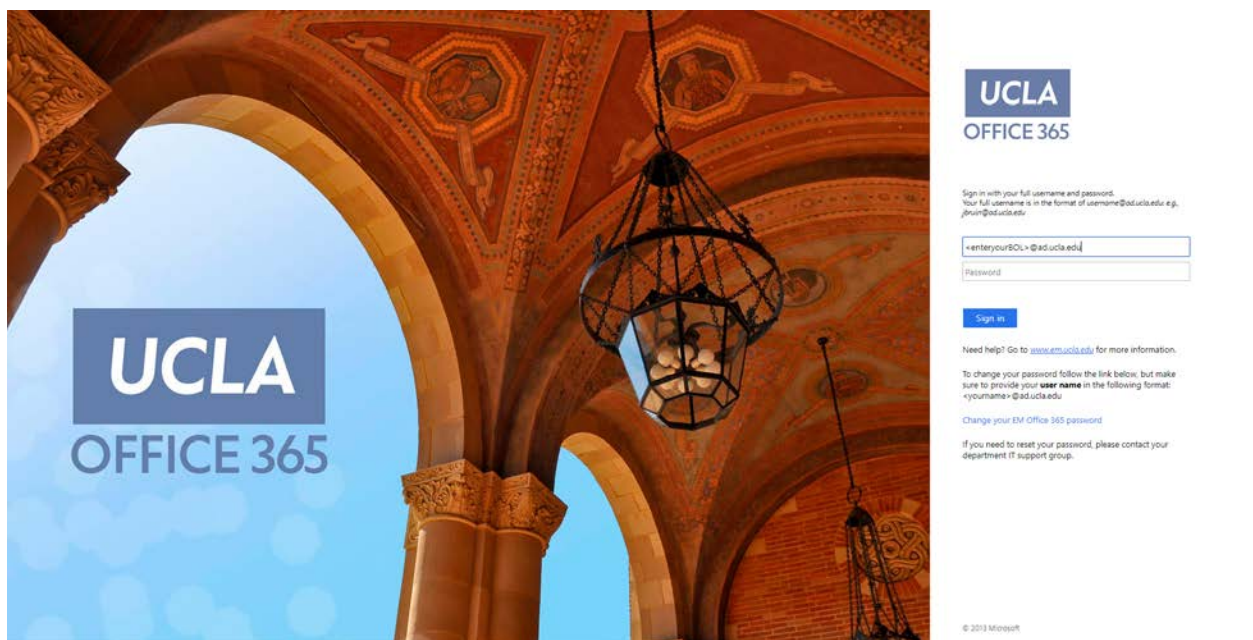
## Accessing Your College Email

1. Use this link to access the following log on process: <https://www.it.ucla.edu/em-0365>
2. Enter your MyUCLA username and add the @ad.ucla.edu. This allows the system to direct you to step three.



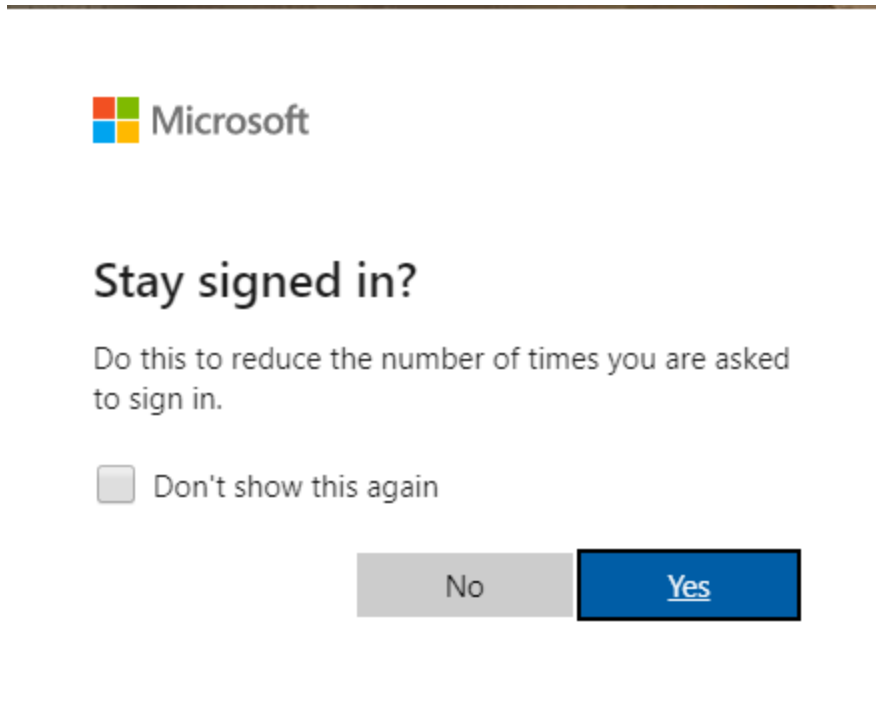
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field containing the placeholder text "<enteryourBOL>@ad.ucla.edu". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button labeled "Next".

3. Enter your COLLEGE EMAIL PASSWORD.



The image shows the UCLA Office 365 login screen. On the left, there is a large blue box with the text "UCLA OFFICE 365" in white. The background of the page is a photograph of a building's interior with arches and a hanging lantern. On the right side, there is a login form. At the top right is the "UCLA OFFICE 365" logo. Below it, there is a small text block: "Sign in with your full username and password. Your full username is in the format of username@ad.ucla.edu e.g., jbrown@ad.ucla.edu". Below this is a text input field containing the placeholder text "<enteryourBOL>@ad.ucla.edu". Below the input field is a password input field labeled "Password". Below the password field is a blue button labeled "Sign in". Below the "Sign in" button, there is a link: "Need help? Go to [www.em.ucla.edu](https://www.em.ucla.edu) for more information." Below this link, there is a text block: "To change your password follow the link below, but make sure to provide your **user name** in the following format: <yourname>@ad.ucla.edu". Below this text block, there is a link: "Change your EM Office 365 password". At the bottom, there is a text block: "If you need to reset your password, please contact your department IT support group." At the very bottom right, there is a small copyright notice: "© 2013 Microsoft".

## Accessing Your College Email



4. You've successfully logged on and can access the full Microsoft 365.

