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.

3. Enter your COLLEGE EMAIL PASSWORD.
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don’t show this again

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