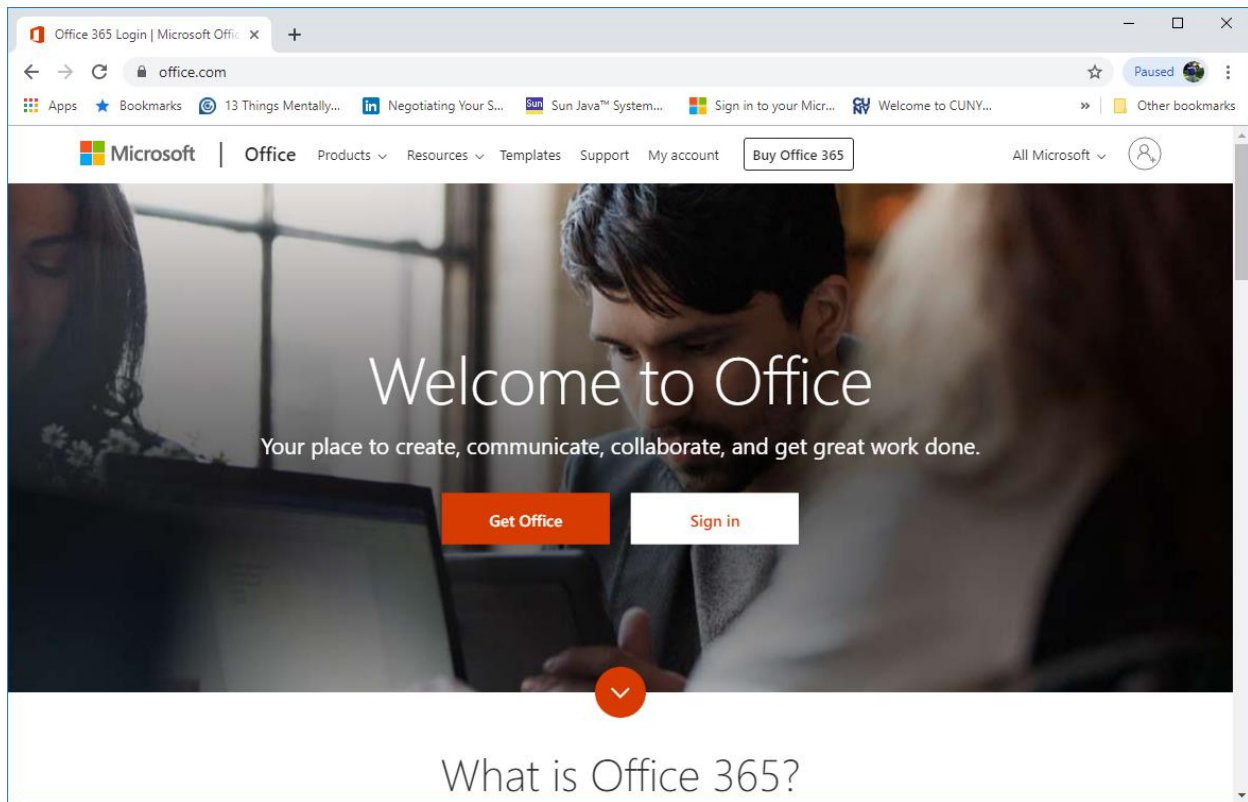


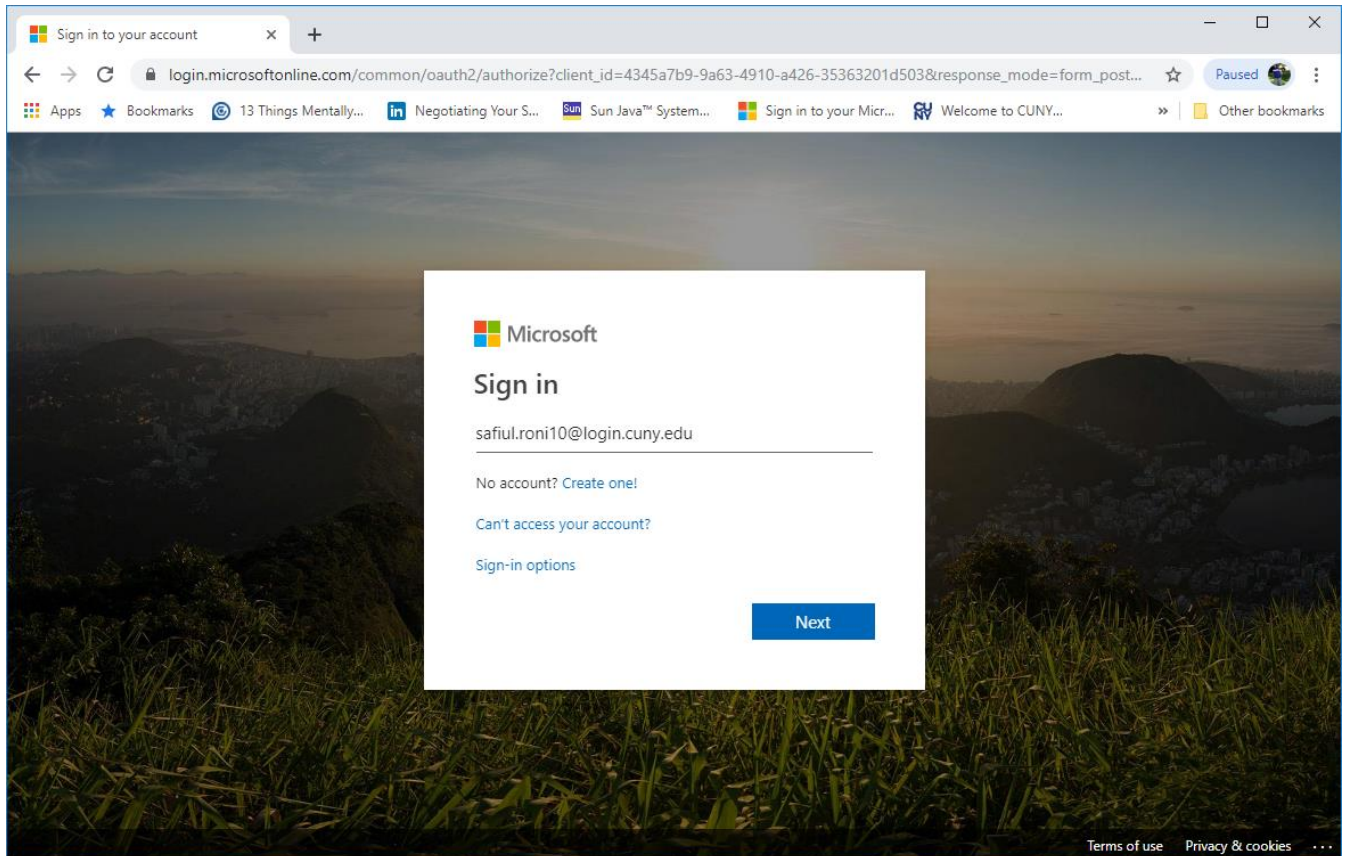


How to sign into Outlook Online using your CUNY login credential in Microsoft Office 365:

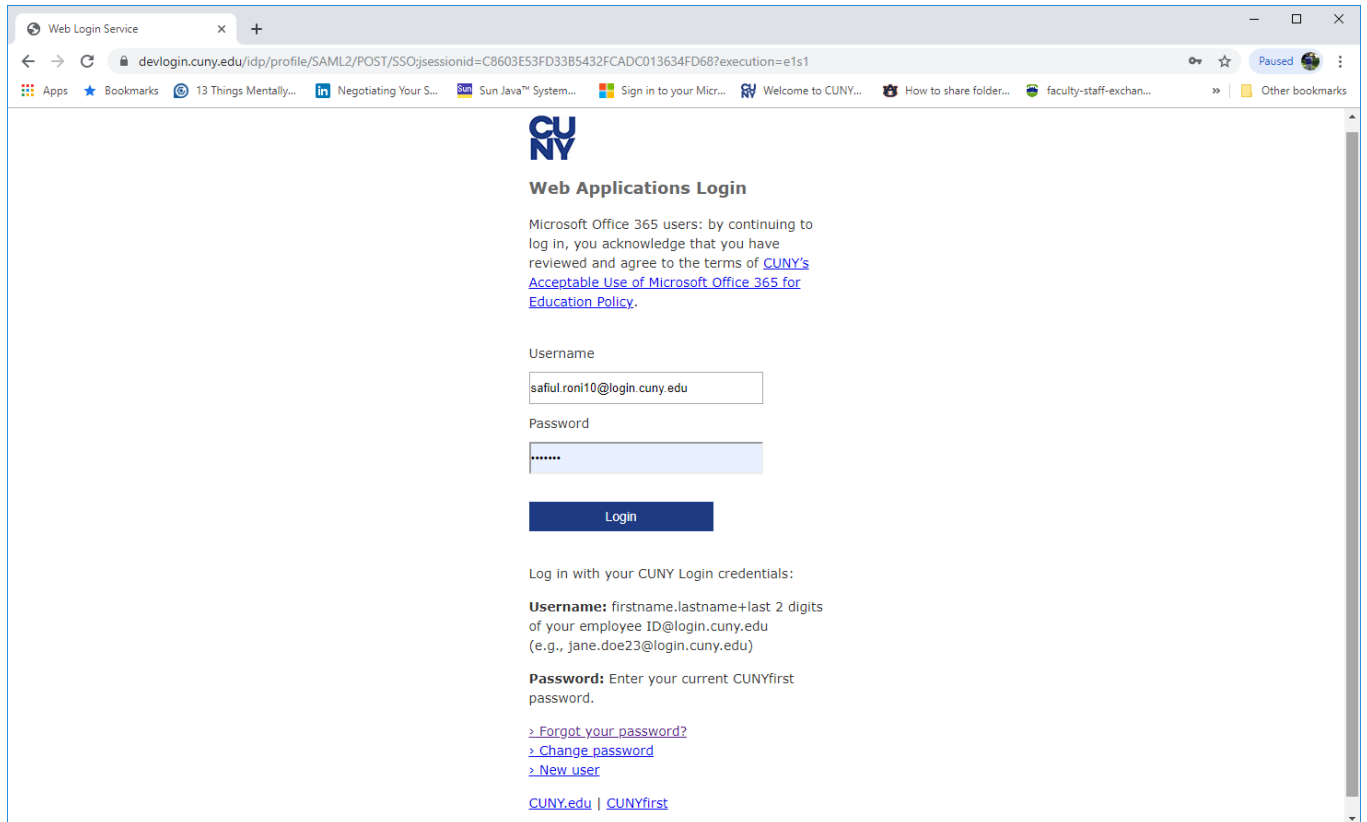
Step 1: Go to www.office.com and click on Sign in.



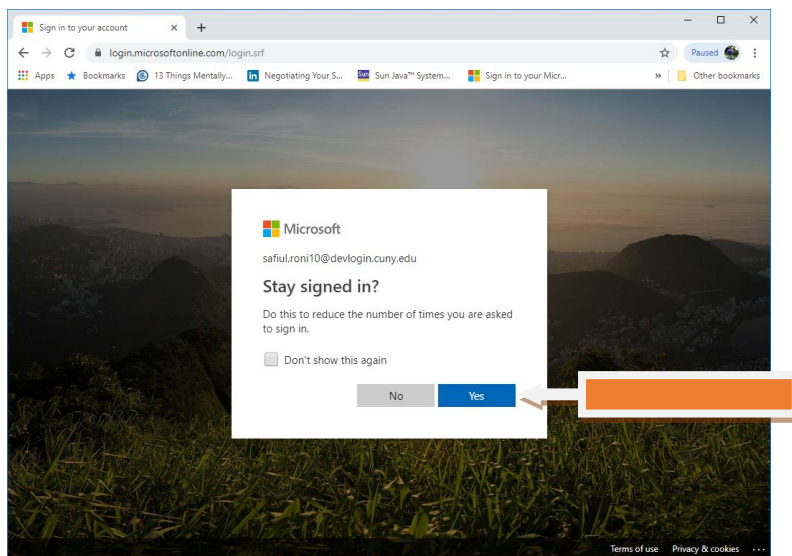
Step 2: Type in your CUNY login user name (yourfirstname.yourlastname## - last two digits from your emplid@login.cuny.edu (i.e – John.doe84@login.cuny.edu)) and then click next.



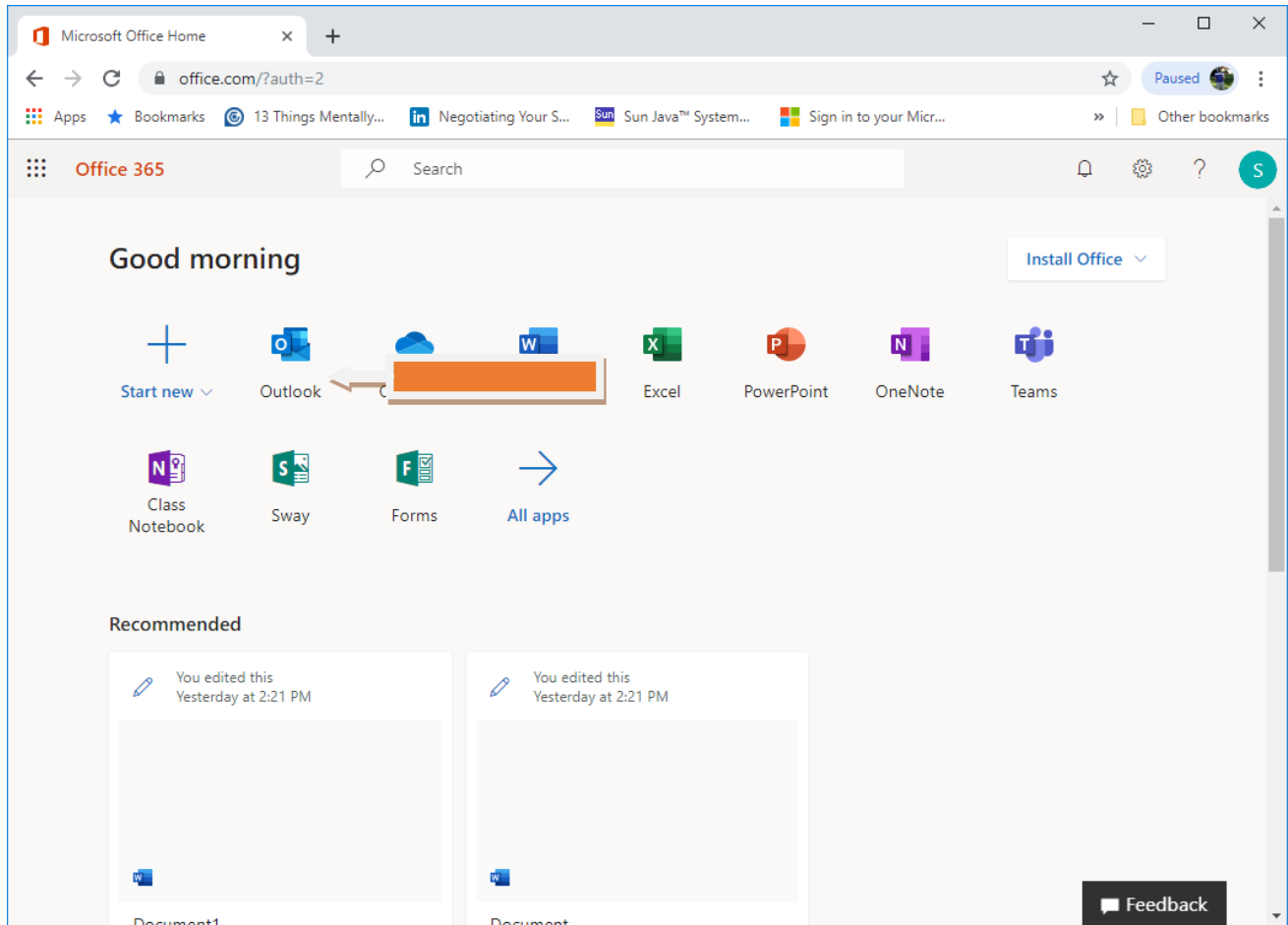
Step 3: Type in your CUNY login credential with your CUNYfirst account password.



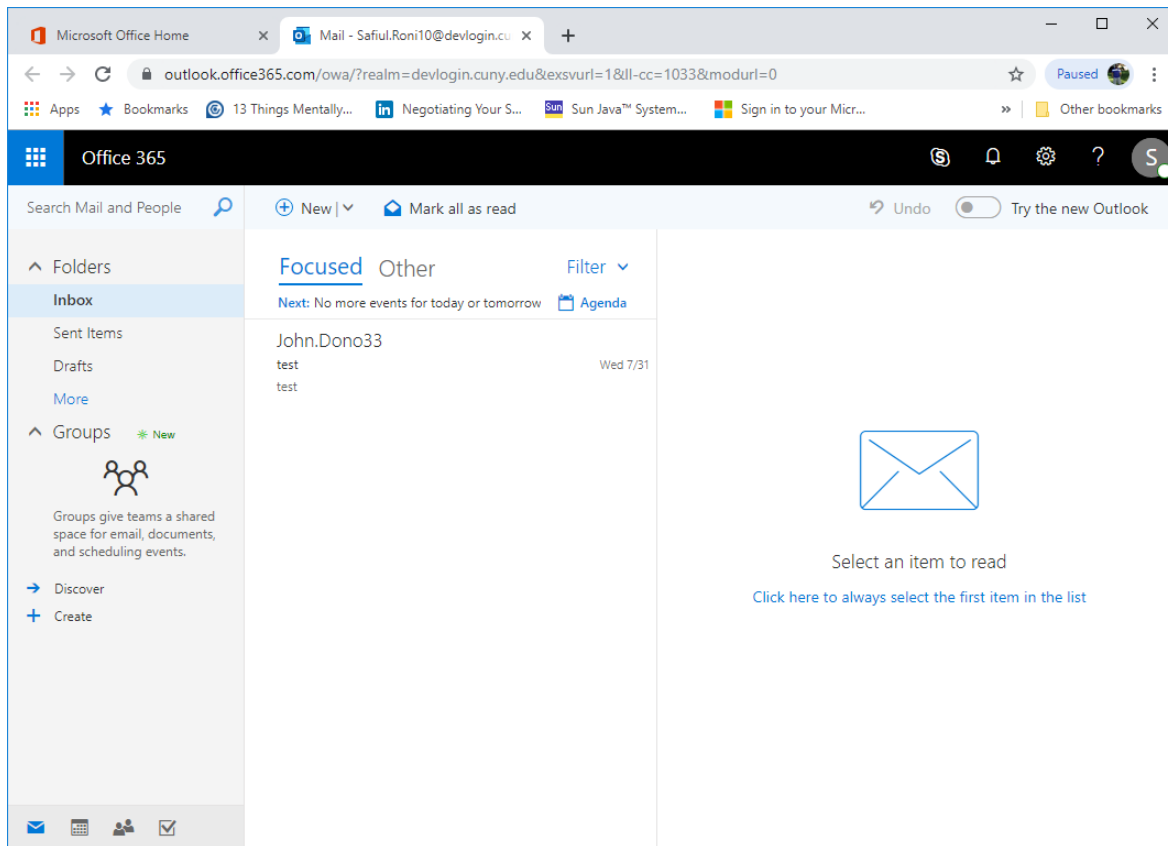
Step 4: Click Yes.



Step 5: Click on **Outlook** and it will take you to your Lehman email system. Likewise, you can access your email directly by going to outlook.office365.com.



Step 6: Welcome to your inbox. You are done.



NOTE: Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.