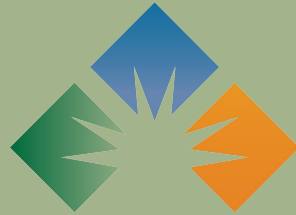


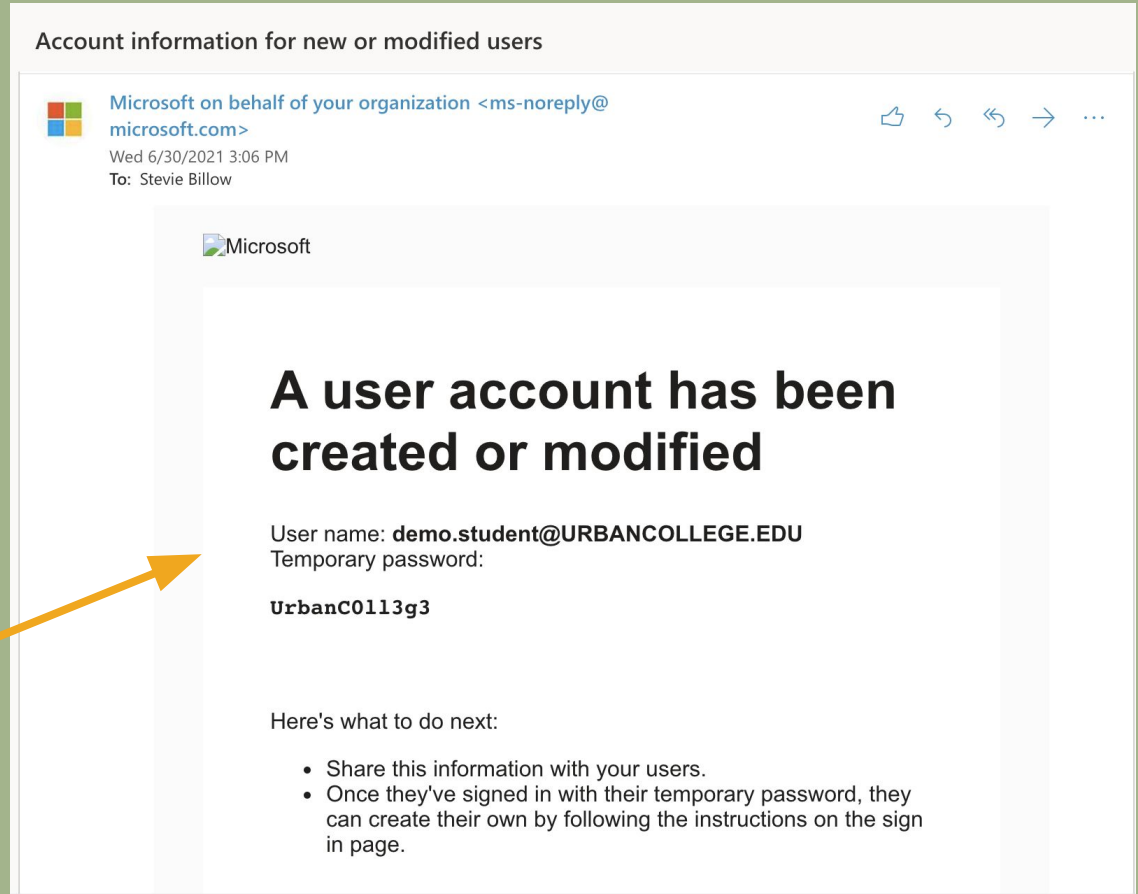
Accessing Your Urban College Email Account



URBAN COLLEGE
of Boston

You will receive a notification email from Urban College indicating that your UCB Outlook account has been created. The email will include your username and temporary password.

The email will look something like this



Scroll to the bottom of the email and click the “Sign in to Office 365” button.

A user account has been created or modified

User name: **demo.student@URBANCOLLEGE.EDU**

Temporary password:

UrbanC0113g3

Here's what to do next:

- Share this information with your users.
- Once they've signed in with their temporary password, they can create their own by following the instructions on the sign in page.



Sign in to Office 365

Microsoft

demo.student@urbancollege.edu

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

Clicking the “Sign in to Office 365” button will open a new tab where you will be prompted to enter your temporary password and sign in to your Outlook account.

Enter your temporary password from your notification email and press “Sign In”.

Now that you are signed in, you will be redirected to your Office 365 account landing page.

Office 365

Search

Good morning, Demo

Install Office

All My recent Shared Favorites

Type to filter list Upload

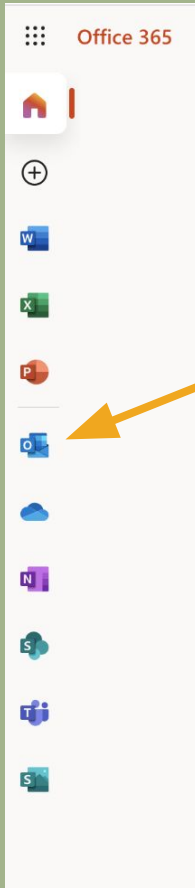
Name Modified Shared by Activity

No content activity

Share and collaborate with others. Create a new document or upload and open one to get started.

Upload and open... New

Feedback



Click the “Outlook” icon on the sidebar to access your Urban College email account.

Here’s a closer look at the Outlook icon!

