Office 365

What is my email address?

Your e-mail address will look similar to your network id; it will be your last name (without any suffix), first initial of first name and last 4 digits of your social followed by @my.chipola.edu. For example, if your name is John R. Smith Jr. and your social is 123-45-6789, your email address will be as follows: smithj6789@my.chipola.edu

What is my password?

Your default password is the last 4 digits of your social followed by the mm and yy of your birthday. For example, if your social security number is 123-45-6789 and your birthday is January 6, 1965, your default password would be 67890165.

- You must change your password when you first sign into your Outlook Live account.

How do I access my e-mail?

To access your e-mail you will go to http://www.outlook.com/my.chipola.edu. Sign in using your email address and your default password

How to configure my mobile phone to access my Outlook - Office 365 account?

Microsoft has detailed instructions on how to set up your mobile phones, go to http://help.outlook.com/ to view their instructions.

Do I have to use Office 365?

Yes, from now on the Student Email @my.chipola.edu will be used as a primarily method for transmitting and delivering official college correspondence. Therefore, it is imperative that you check your student email on a regular basis.

Can I forward or redirect my Outlook mail to another account?

Yes, you should be able to set a rule in Office 365 to redirect your e-mails, but you are responsible for making sure you are receiving all your e-mails; once you redirect your e-mails to a different account some e-mails may end up in your 'Junk or Trash' boxes. Chipola is not responsible for any missing e-mails that have been sent to a redirected account.

Where can I get more information about Office 365 e-mail setup?

Microsoft has detailed instructions on how to use Office 365, go to http://help.outlook.com/en-us/140/cc325690.aspx to view their instructions.