



SDCCD STUDENT E-MAIL SET-UP HELP SESSION

**In-person help sessions on setting up
the new SDCCD student e-mail account**

Manisha and Ana will host the help sessions from
2:00 p.m. to 3:00 p.m. in Room L-101C,
at the Academic Success Center

Tuesday, 2/6/24
Tuesday, 2/13/24
Tuesday, 3/5/24
Tuesday, 3/12/24



To request disability accommodations, please e-mail Donnie Tran at
dtran@sdccd.edu at least three standard work days prior to the event.

Points covered:

1. Finding your SDCCD student e-mail address
2. Finding the default password
3. Setting up your SDCCD student e-mail account
4. Two-factor authentication/MFA
5. How to change the default password
6. Managing your Outlook mailbox
7. Adding a new mailbox to your cell phone's Mail App
8. Setting up automatic mail forwarding
9. Introduction to Microsoft apps that come with the new account
10. Using OneDrive



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