

# Accessing and Using your Bulldogmail/Office 365 Account

**Here's what you need to do to access your Bulldogmail/Office 365 account.**

1. To access your Bulldogmail/Office 365 site go to the college's web site ([www.clarendoncollege.edu](http://www.clarendoncollege.edu)) and click on the following menu choices; **Student Services>Email**, see Figure 1 below. The Bulldogmail site can also be accessed directly by entering the web address <https://login.microsoftonline.com>, see Item 4/Figure 4 below.

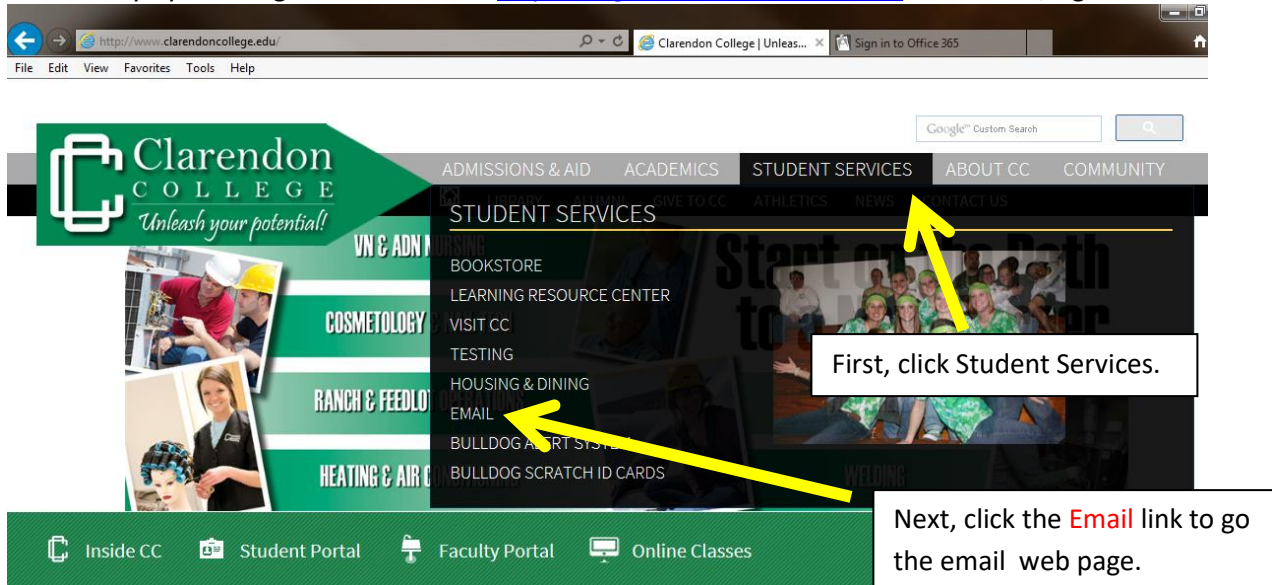


Figure 1.

2. When the email web page appears, click the “Email” link under Student Email. See Figure 2 below.

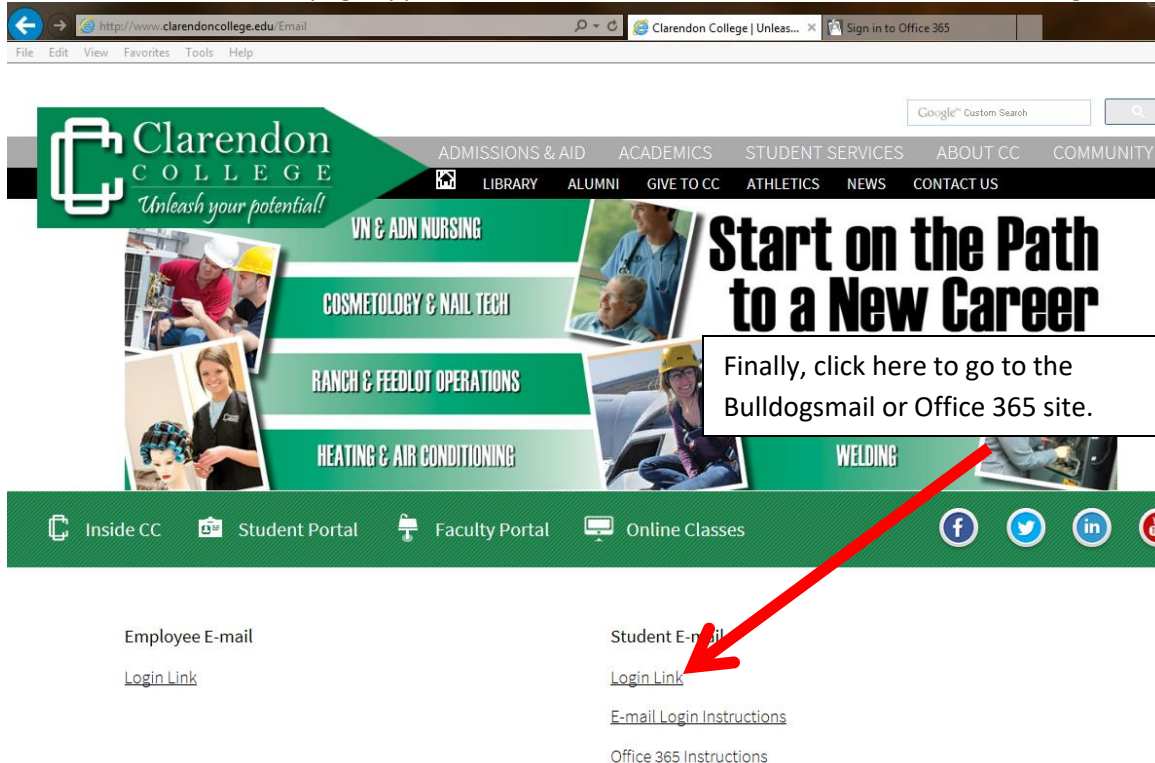


Figure 2.

## Accessing and Using your Bulldogsmail/Office 365 Account

3. You can also access your Bulldogsmail account via your Student Portal, as shown below in Figure 3. To reach the menu selection, click the portal's **Admin** menu selection and select **My Bulldogs Mail** when the drop down menu appears.

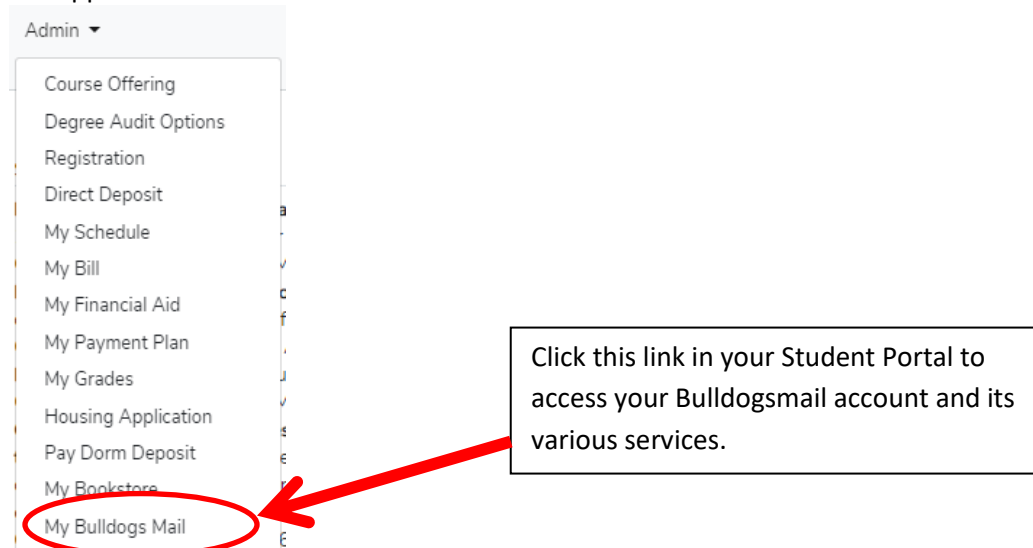


Figure 3.

4. After clicking one of the links discussed previously, the web page below will then be displayed. See Figure 4. Please enter your username and password. Your username will usually be your lastname.first initial. middle initial@bulldogsmail.com, i.e. doe.j.j@bulldogsmail.com. Please note the "." or dots separating the last name and initials. Your password should be the same password you used to access your Student Portal account. Click the **"Sign in"** button when you have entered your username and password. If you cannot access your account, please click on the **"Can't access your account?"** link. Another page will appear prompting you for your User ID. If you need additional help to login to your Bulldogsmail site, please contact the system administrator via email at the following address, [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu).

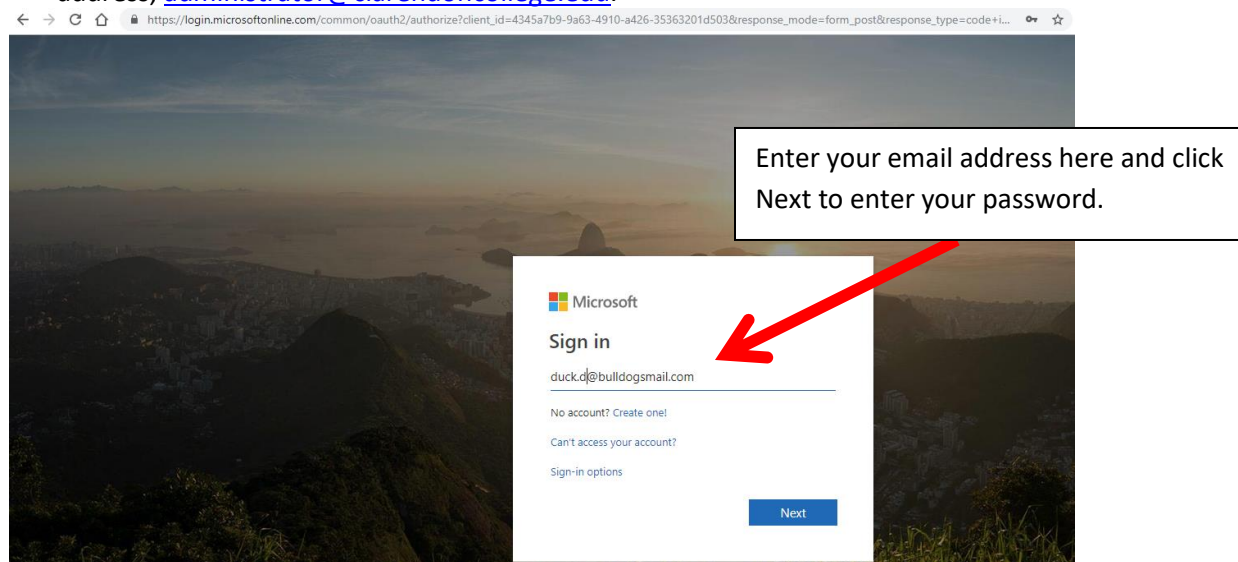


Figure 4.

5. If you cannot access your account, and you have clicked the **"Can't access your account?"** link, the screen below will appear. See Figure 5. Enter your complete username as explained in item 4 and the verification information; click **"Next"** to proceed. If you are able to login, please skip to item 10 of these instructions.

## Accessing and Using your Bulldogsmail/Office 365 Account

Microsoft

### Reset your password

#### User verification

To reset your password, begin by entering your user ID and the characters in the picture or audio below.

\* User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

NCSS6K4Q

Enter the characters in the picture or the words in the audio.

[Next](#) [Cancel](#)

Click this button to send.

Figure 5.

6. After the “**Next**” button in Item 4 is clicked, a Reset notification will be displayed as shown below. See Figure 6.

Microsoft

### Reset your password

While we cannot reset non-admin account passwords automatically, we can [contact your organization's admin](#) to do it for you.

[Cancel](#)

Figure 6.

7. A notification will then be sent to the system administrator. When the system administrator receives the notification, he will then initiate an email from Microsoft that will contain your Bulldogsmail username and temporary password. See Figure 7. The email will be sent to your personal email address that is available in college's student information system or to the address in your email request. It is important that Student Services has recorded your personal email address in order for you to receive this email if you do not send an email to the system administrator, [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu).

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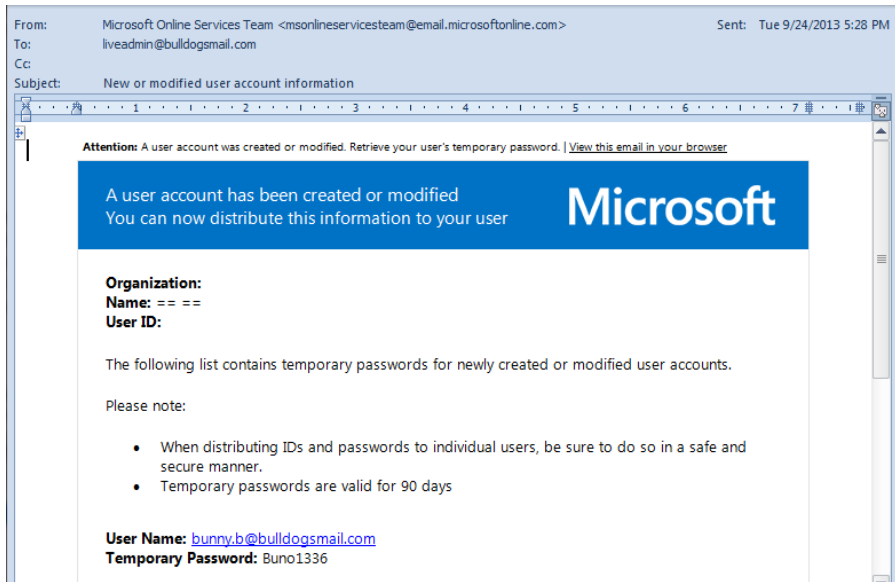


Figure 7.

### Here's how to start using your Bulldogsmail account.

- After you successfully log in, the screen below will be displayed. See Figure 8. This screen will only be displayed the first time you log in. Enter your current password and then put in a new password. Click the **“Save”** button to proceed.

Figure 8.

- Next, you will be prompted for your Language and Time Zone information. Click the **“Save”** link to proceed. See Figure 9.

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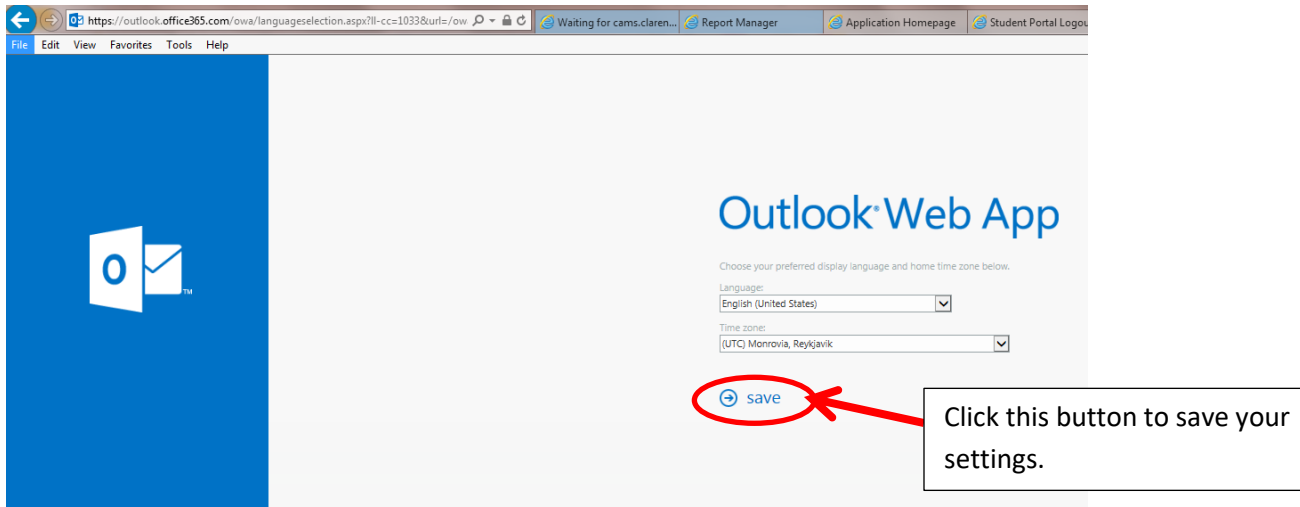


Figure 9.

10. Once you are able to successfully login to your Bulldogsmail/Office 365 account, you will see the screen as shown in Figure 10. This is your home screen for your Bulldogsmail/Office 365 account. From this screen you will be able to either download and install the Office 365 apps to your PC or use the web apps.

- If you want to install the applications on your PC or other device, please click the “**Install Office 2016**” button.
- To use the online or web applications, just click on the large icons below or click the 9 dot symbol in the upper left hand corner of the screen.

**NOTE:** If you choose to install Office on your PC or device the download and install of Microsoft Office could take several hours, depending on your connection speed to the Internet.

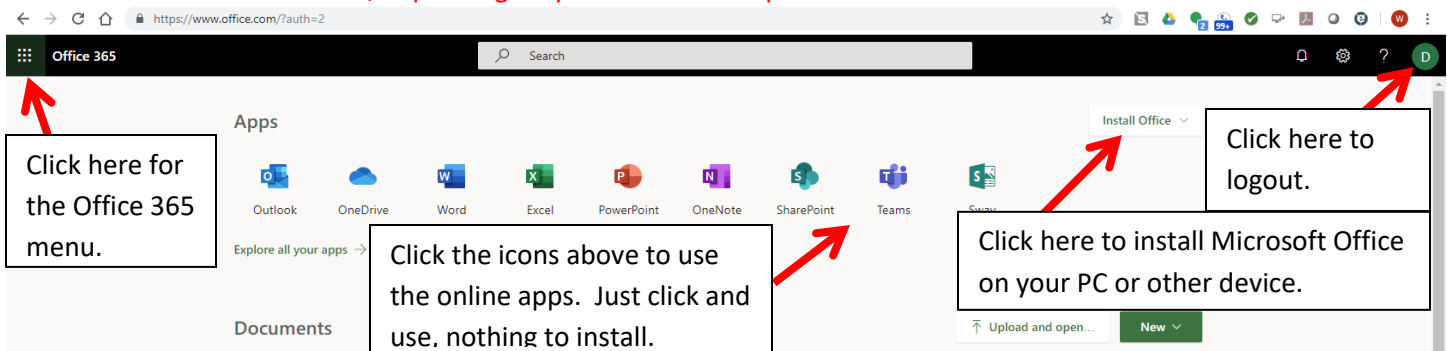


Figure 10.

11. The web app button is always available regardless of the app you are using. See Figure 11 below. When you click on the 9 dot symbol, a popup selection list of icons will appear. Notice that Word, Excel, and PowerPoint are all included.

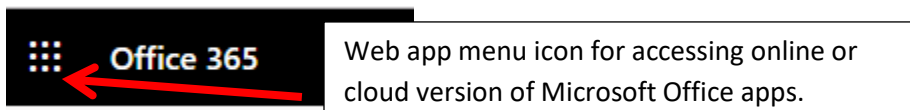


Figure 11.

12. To access the email program, click on the Outlook icon as shown in Figure 10. Mail (Outlook) will open as shown in Figure 12. You can access your mail directly by using the following web address:

<https://mail.office365.com>.

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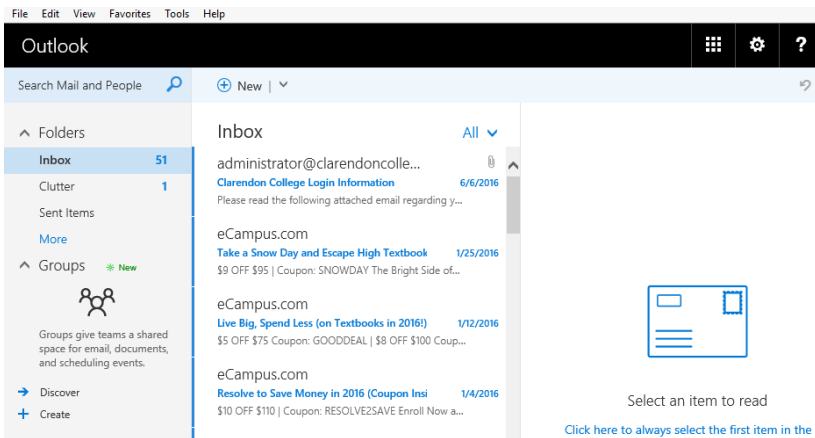


Figure 12.

13. Click this link, <https://support.office.com/>, to learn about the basics of your Bulldogsmail account or as mentioned in items 13 and 15 below. This link will also explain the basics of how to use OneDrive and OneNote.

14. To learn more about your Bulldogsmail/Office 365 site, click the “?” question mark at the far right side of the menu. See Figure 13. Also, if you want to know more about your Bulldogsmail site, click here “[Get-To-Know-Office](#)”. This link will open up a PowerPoint presentation that will show you how to use your Bulldogsmail site. If you do not have PowerPoint on your PC, click [here](#) to install the [PowerPoint Viewer](#) on your PC.



Figure 13.

15. Other web resources about how to use Office 365;

- a. [Get Started with Office 365.](#)
- b. [Start Using Office and Office Online.](#)
- c. [Microsoft 365 Basic Video Training.](#)
- d. [Microsoft 365 Training.](#)
- e. [How to Get Office 365 Free for Students.](#)
- f. [What is Microsoft 365 – Explained.](#)

## Information about your Bulldogsmail Account.

- All email from the college will be sent to your Bulldogsmail account, i.e. instructor or classroom communications, bills and registration information.
- You can use it to store all of your assignments and classroom documents via OneDrive, a component of your Bulldogsmail.
- It includes a free web version of Microsoft Office. You can use it to create and edit any Microsoft Word, Excel or PowerPoint document. To edit any existing document, you will first need to upload it to OneDrive.
- From your account you can install the Office 365 suite to your local PC. Your license is valid for as long as you are a student of Clarendon College or up to one year after your final enrolled semester.
- Your account is created after you have registered for any classes with Clarendon College.
- The account does not expire; it's yours for as long as Microsoft continues to offer the Office 365 service to colleges.

## **Accessing and Using your Bulldogsmail/Office 365 Account**

- Your account is accessible from anywhere you can get to the Internet.
- Your account is accessible from almost any mobile device. There is also a mobile version that you can download to your iPhone, iPad or Android device. Yes, there is an app for that.
- AND IT IS FREE TO ALL CLARENDON COLLEGE STUDENTS!!!!