

Accessing and Using your Bulldogsmail/Office 365 Account

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

1. To access your Bulldogsmail/Office 365 site, visit the college's website (www.clarendoncollege.edu) and click the **Email** Icon on the menu; see Figure 1 below. The Bulldogsmail site can be accessed directly by entering the address: <https://login.microsoftonline.com>; see Item 4/Figure 4 below.



Figure 1.

2. When the email web page appears, click the **"Login Link"** link under Student Email. See Figure 2 below.

Student E-mail

[Login Link](#)

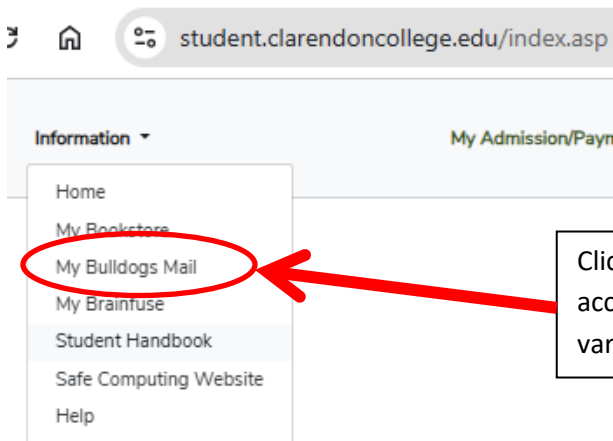
[E-mail Login Instructions](#)

[Office 365 Instructions](#)

Next, click the **Email** link to access the Office 365 web page.

Figure 2.

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 **Information** menu selection and select **My Bulldogs Mail** when the drop-down menu appears.



Click this link in your Student Portal to access your Bulldogsmail account and its various services.

Figure 3.

4. The web page below will be displayed After clicking one of the previously discussed links. See Figure 4. Please enter your username and password. Your username will usually be your last name. First initial (sometimes this can be followed by a number), last name.first initial@bulldogsmail.com, i.e. doe.j@bulldogsmail.com. Please note the "." dots separating the last name and initials. Your email address or Bulldogsmail login will be the same as your Student Portal username, except you must add "@bulldogsmail.com. 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

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password. If you cannot access your account, please click the “**Can’t access your account?**” link. Another page will appear, prompting you for your User ID. If you need additional help logging into your Bulldogsmail site, please contact the system administrator via email at the following address: administrator@clarendoncollege.edu.

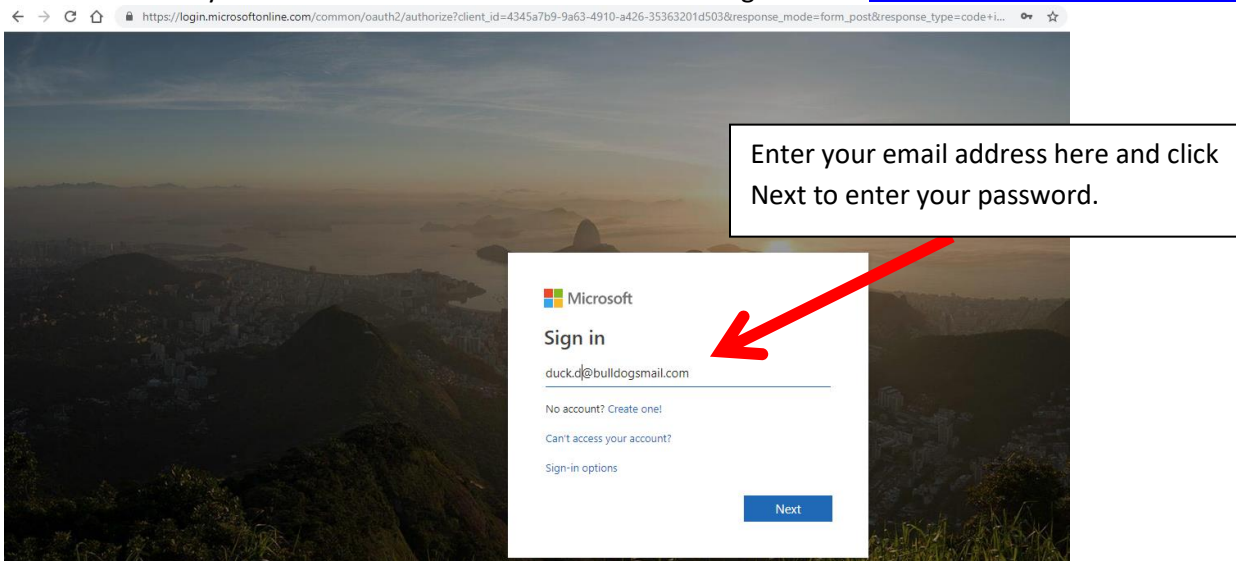


Figure 4.

5. The screen below will appear if you cannot access your account and have clicked the “Can’t access your account?” link. See Figure 5. Enter your complete username and verification information as explained in item 4; click “**Next**” to proceed. If you can log in, please skip to item 10 of these instructions.

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:

wayne.b@bulldogsmail.com

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

NCSS6K4Q

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 below. See Figure 6.

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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 initiate an email from Microsoft containing your Bulldogsmail username and temporary password. See Figure 7. The email will be sent to your email address, which is available in the college's student information system, or the address in your email request. Student Services must record your email address so you can receive this email if you do not send an email to the system administrator, administrator@clarendoncollege.edu.

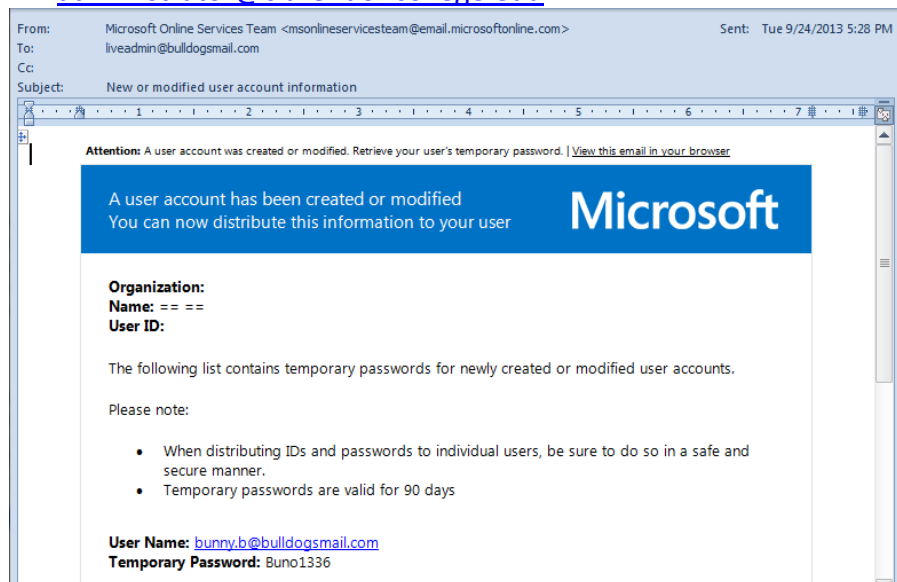


Figure 7.

Here's how to start using your Bulldogsmail account.

8. the screen below will be displayed after successfully logging in. 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.

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Update password

You must update your password because this is the first time that you've signed in or your password has expired.

User ID:
wayne.b@bulldogsmail.com

* Old password:

* New password:

Password strength

* Confirm new password:

Save

Click this button to save your new password.

Figure 8.

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

Outlook® Web App

Choose your preferred display language and home time zone below.

Language:
English (United States)

Time zone:
(UTC) Monrovia, Reykjavik

save

Click this button to save your settings.

Figure 9.

10. Once you can successfully log in to your Bulldogsmail/Office 365 account, you will see the screen as shown in Figure 10. This is the home screen of your Bulldogsmail/Office 365 account. You can download and install the Office 365 apps to your PC from this screen 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, click on the large icons below or click the nine-dot symbol in the upper left-hand corner of the screen.

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

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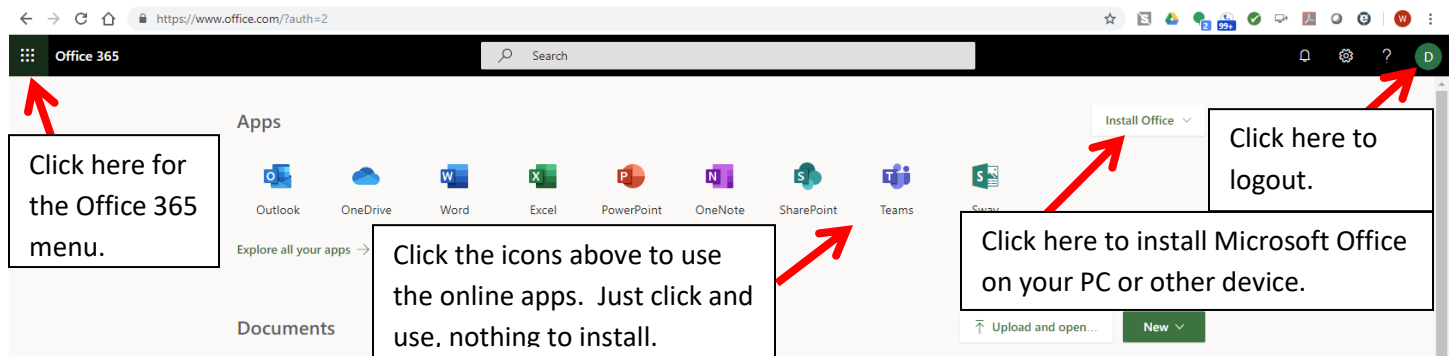


Figure 10.

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

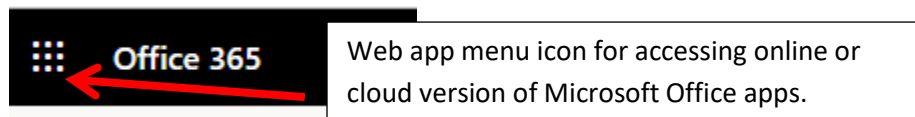


Figure 11.

12. To access the email program, click the Outlook icon shown in Figure 10. Mail (Outlook) will open, as shown in Figure 12. You can access your mail directly using the following web address:
<https://mail.office365.com>.

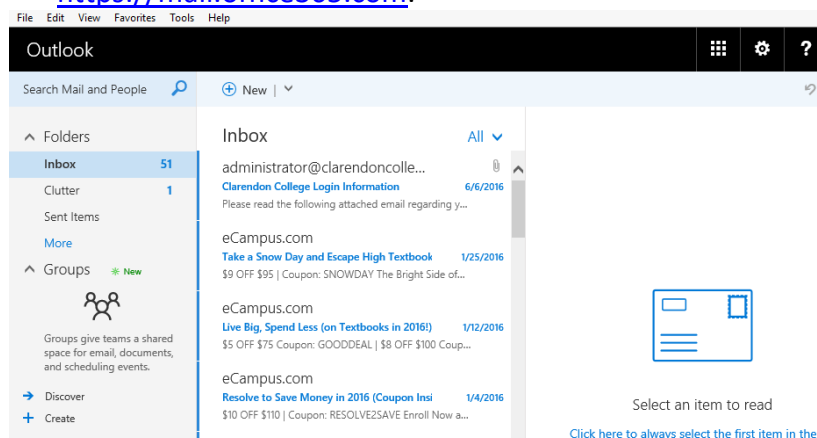
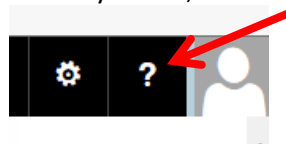


Figure 12.

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 "[Get-To-Know-Office](#)." This link will open up a PowerPoint presentation showing how to use your Bulldogsmail site. If you do not have PowerPoint on your PC, install the PowerPoint Viewer here.



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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 emails from the college will be sent to your Bulldogsmail account, i.e., instructor or classroom communications, bills, and registration information.
- You can store all 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 must first upload it to OneDrive.
- From your account, you can install the Office 365 suite on 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 registering 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.
- 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!!!!