



SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT



# Student Email and Microsoft 365



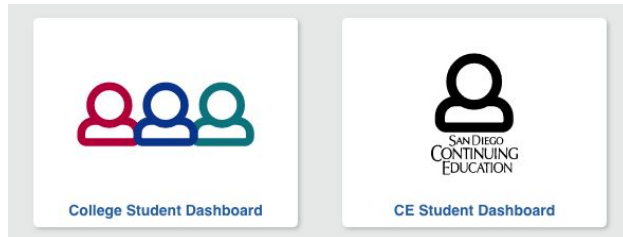
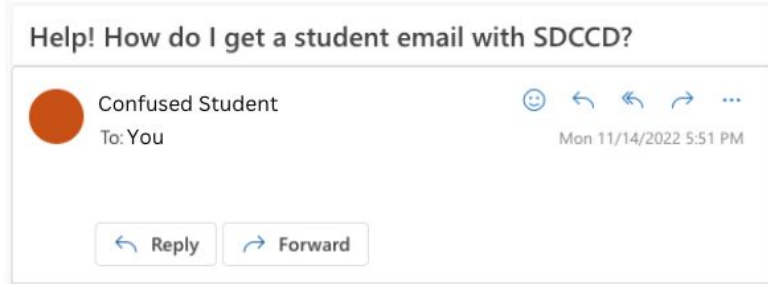
Student Email

myApps

Microsoft 365

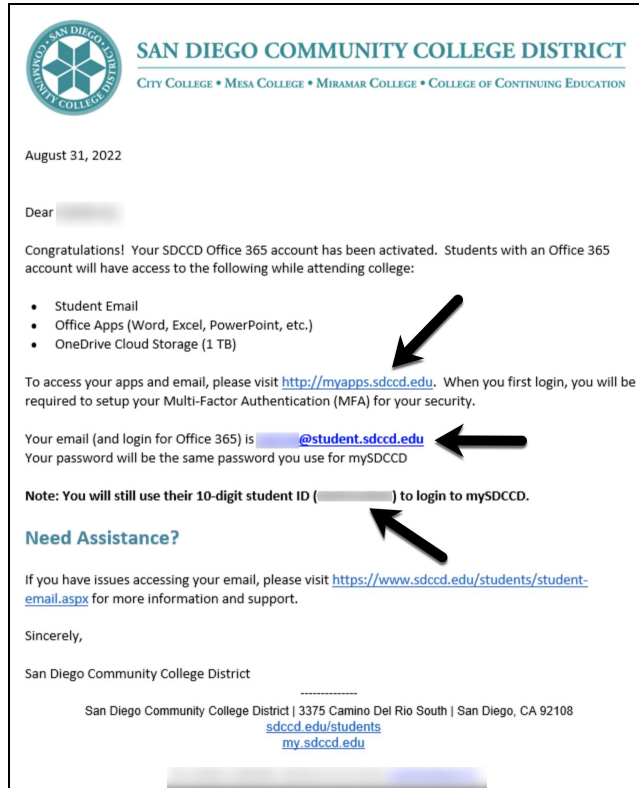
- Student email: @student.sdccd.edu
- Cloud platform to access Microsoft applications
- 1TB storage on OneDrive
- Install Microsoft Office to your personal computers

# Scenario:



- ✓ Enrolled at least with 1 class for the **current term**
- ✓ Does not have an S40 hold on their account
- ✓ Does not already have another student.sdccd.edu on their account

# How can students get started?



- Students will receive an email notifying them to set up their student email 2 hours after enrolling into a class

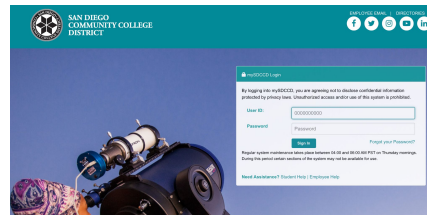
- The student's full SDCCD email address will be their log in

First Name: Happy

Last Name: Student

hstudent@student.sdccd.edu

- Their password will be the same password to their student portal -> mySDCCD



# Steps to set up Student Email:

1.



## Sign in

Email, phone, or Skype

No account? [Create one!](#)

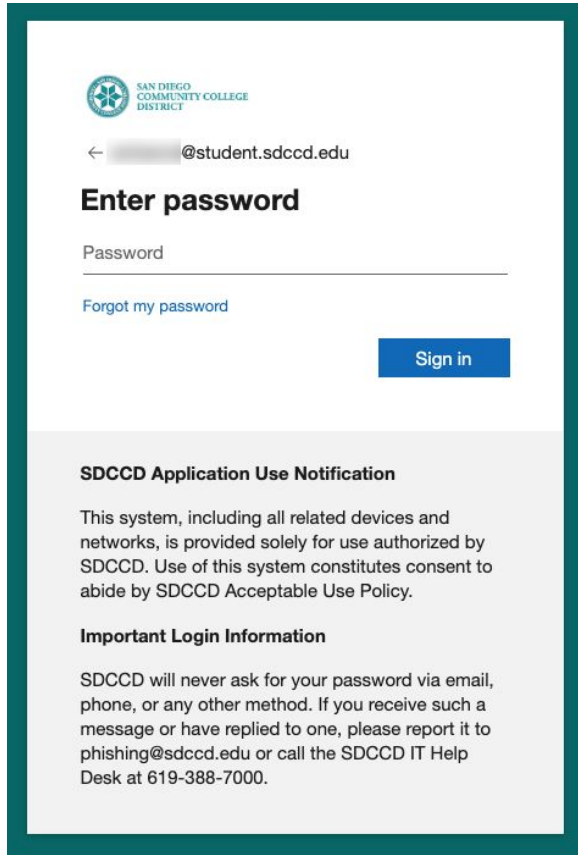
[Can't access your account?](#)

Back

Next

- <http://myapps.sdccd.edu>
- Students will type in their full SDCCD student email address
- Click **Next**

2.



The screenshot shows the mySDCCD login interface. At the top left is the San Diego Community College District logo. Below it is a back arrow and the email address @student.sdccd.edu. The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the field is a link "Forgot my password". A blue "Sign in" button is positioned to the right of the password field. At the bottom, there is a grey box containing "SDCCD Application Use Notification" and "Important Login Information".

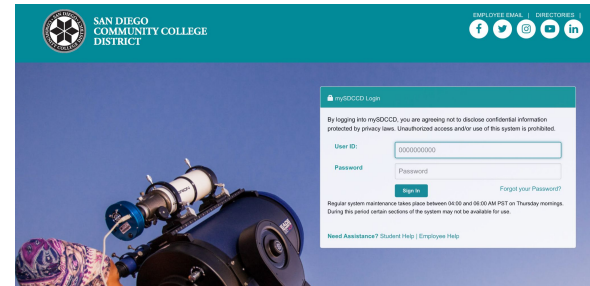
**SDCCD Application Use Notification**

This system, including all related devices and networks, is provided solely for use authorized by SDCCD. Use of this system constitutes consent to abide by SDCCD Acceptable Use Policy.

**Important Login Information**

SDCCD will never ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to phishing@sdccd.edu or call the SDCCD IT Help Desk at 619-388-7000.

- The password will be the same password for the student portal (mySDCCD)



This screenshot shows the mySDCCD login page with a background image of a telescope. The top header includes the San Diego Community College District logo, "EMPLOYEE EMAIL", and "DIRECTORIES" with social media icons. The main heading is "mySDCCD Login". Below the heading is a disclaimer: "By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited." There are input fields for "User ID" (containing 0000000000) and "Password". A blue "Sign In" button is next to the password field, and a link "Forgot your Password?" is to its right. At the bottom, there is a note about system maintenance: "Regular system maintenance takes place between 04:00 and 08:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use." and a link "Need Assistance? Student Help | Employee Help".

3.



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██████████@student.sdccd.edu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

- Click **Next**

## 4. MFA

- an authentication method that requires you to provide two or more verification factors to gain access to an application

### Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

1. Microsoft Authenticator (Mobile App)
2. Text or Phone Call
3. Other Authenticator App (Google Authenticate)



# What are the options for students who do not have access to phone, mobile devices, etc?



- Students will submit a ticket to request a key fob
- Once a key fob is setup, student will receive a 6-digit code when logging in
- Key fob should be treated as a wallet
- Battery life 5-7 years
- Process should go live in the next 2 weeks

5.

██████████@student.sdccd.edu

## Stay signed in?


Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No


Yes




- **No**, if you are using a public computer or workstation



SAN DIEGO  
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Microsoft 365

 Search



Home

Create

My Content

Outlook



Word

Excel

PowerPoint


OneNote

Apps

 →  The Office app is becoming the new Microsoft 365 app, your home to find, create, and share your content and ideas. [Learn more](#)

Welcome to Microsoft 365,



Install apps



Get started

Create new

Explore apps



Quick access

All



Recently opened

Shared

Favorites

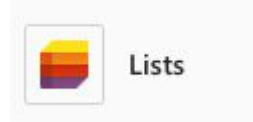
+

Upload



No recent content

Create a new document or upload one to get started.

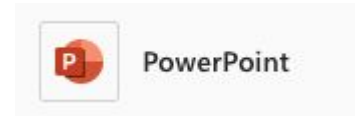
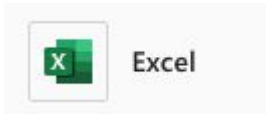


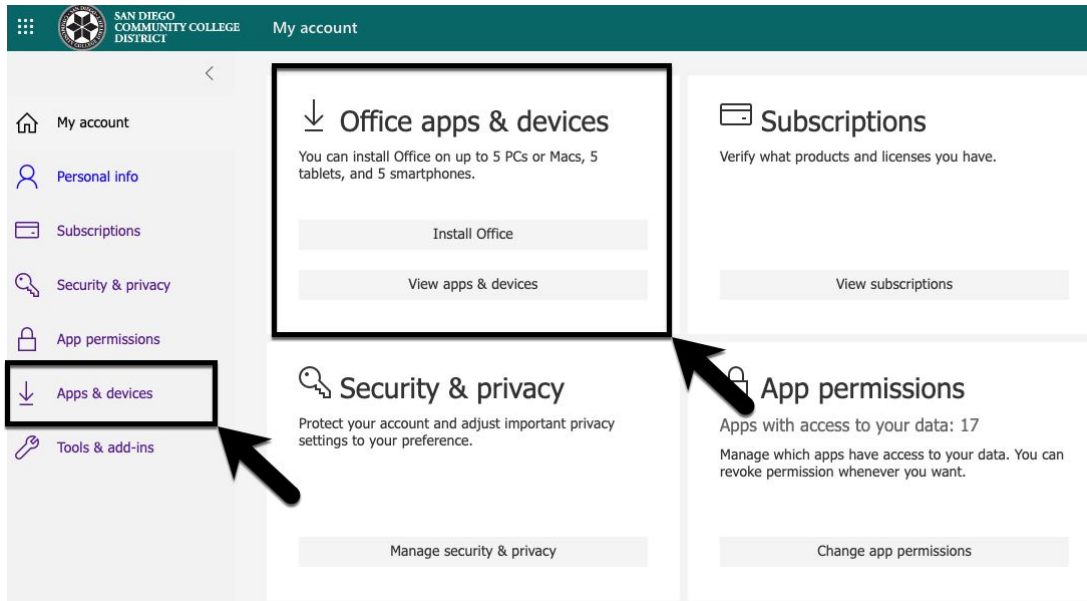
Productivity

Storage

MS Office

Presentation





Ways to access Microsoft 365 with your SDCCD student email account:

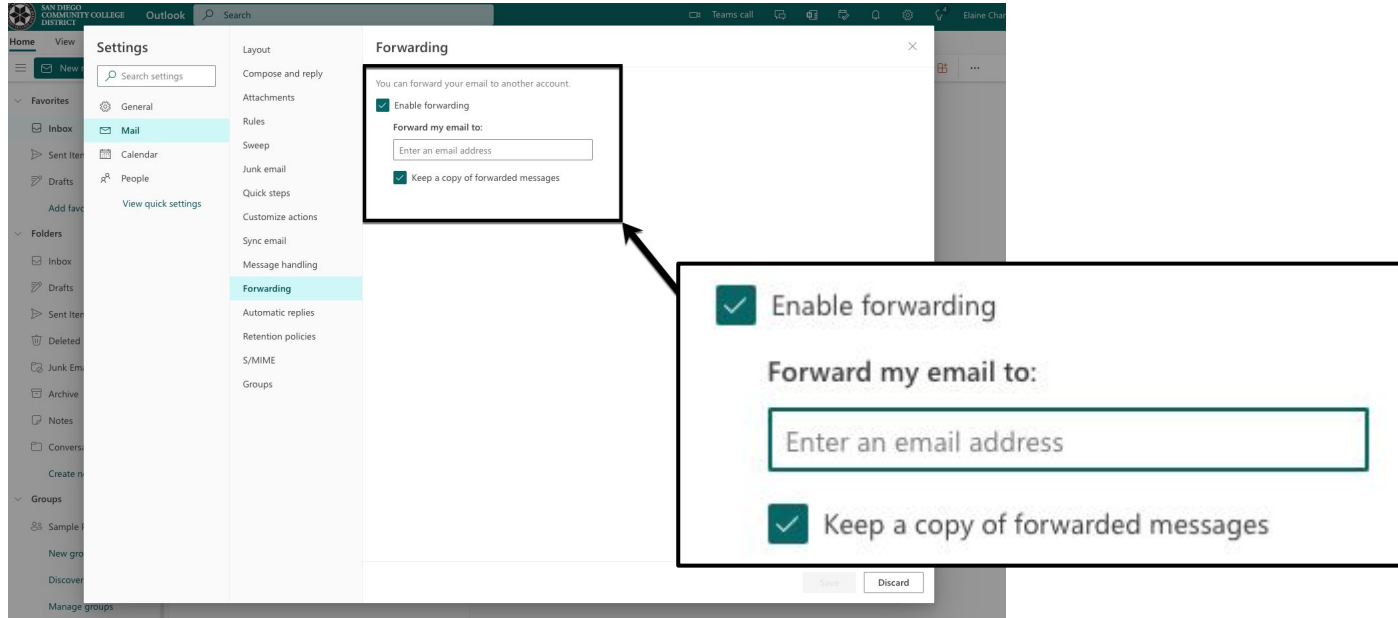
1. Download to desktop
2. Internet Browser
3. Mobile App

# Q1: What happens to the student email address when a student does a name change?

1. Turn in a mySDCCCD Help Desk ticket to request a name change  
(This is only for **LEGAL NAME CHANGE**)
  - a. Government Issued Photo ID
  - b. Name Change Supporting Document
2. Name change will be processed in the student portal
3. Once the name change is reflected in the student portal and the ticket is marked as “Done”, student will receive an email notifying of the change.

\*Processing time for a new email: 24 hours once student portal is updated

## Q2: What to do if a student does not want to use their SDCCD student email?

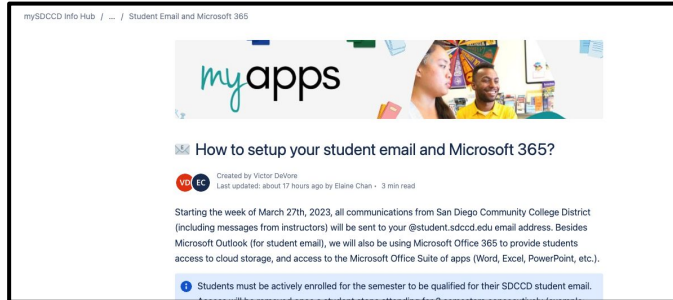
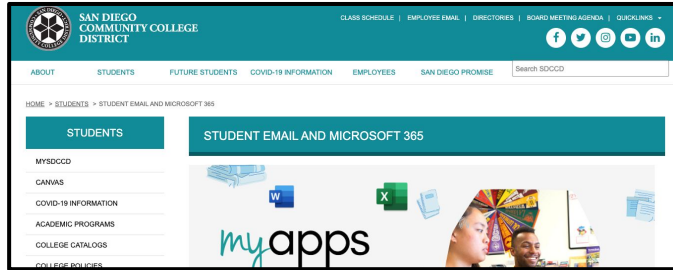


## Q3: How long will student have access to their student email and Microsoft 365 apps?

- Students will have access as long as they are enrolled in City, Mesa, Miramar, or CCE
- Will lose access **after 3 semesters of not attending**
- Will be assigned to same email address if returning



# Q4: Where can students find help for topics on student email and Microsoft 365?



- SDCCD Website - <https://www.sdccd.edu/student/s/student-email.aspx>
- Step-By Step Instructions on Jira - <https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/1913749505/How+to+setup+your+student+email+and+Microsoft+365>

# In Development...

- Communication campaign on SDCCD social media platforms
- Align information on all emails, websites, and platforms
- Training and overview on campuses and departments
- Key fob
- Single Sign-On:
  - mySDCCD
  - Canvas
  - Handshake, etc.

**Video:** <https://www.sdccd.edu/students/student-email.aspx>