Office 365 Email Instructions


2. You will be prompted to sign in to Office 365 account using your MyColumbiaID#@colum.edu credentials. Enter your username, click “Next.”

3. Enter your Office 365 password and click “Sign In.”

4. To reduce the number of times you are asked to sign in, click “Yes.”

5. You are now signed in to Office 365

6. Click on “Outlook” to access your Columbia email account through Office 365. Other Office 365 applications are available from this page as well. (OneDrive, Word, Excel, PowerPoint, etc.)
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7. To locate your email address, click on the Account manager in the upper right corner. Select “My Account.”

Even though you log into email using your MyColumbiaID@colum.edu this is not your email address.

Your email address uses the following format: FirstInitialLastName@colum.edu.

If you have a preferred first name, then your email will begin with that first initial of that name.

8. Click on “Personal Info” under “Contact Details.” Your email address will be listed here.