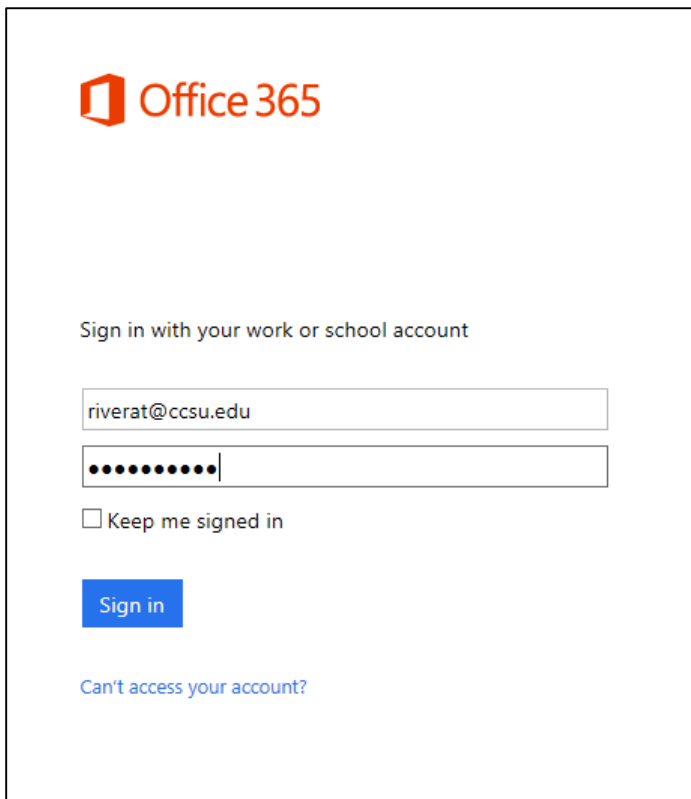
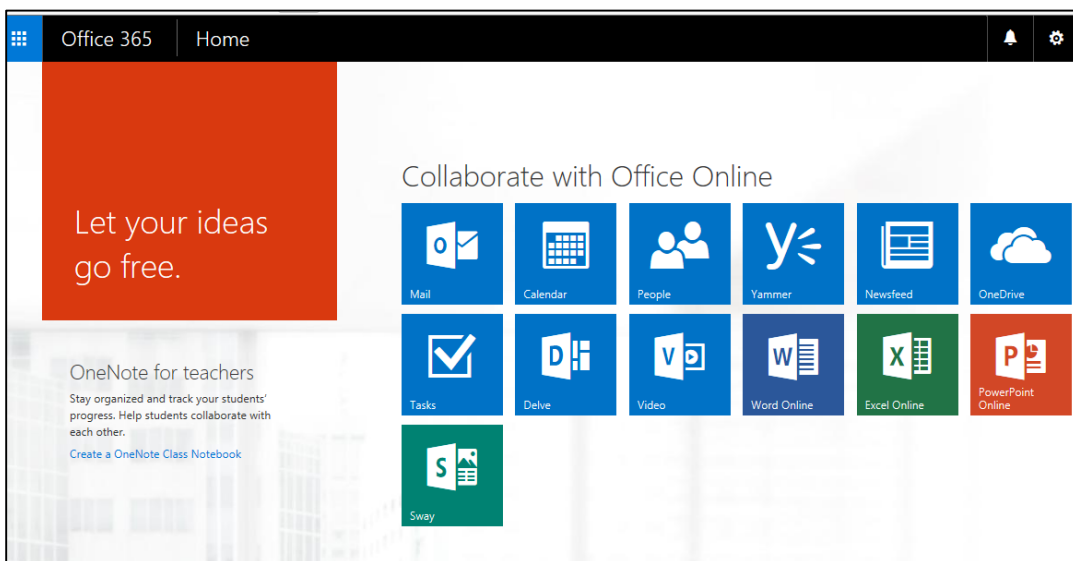


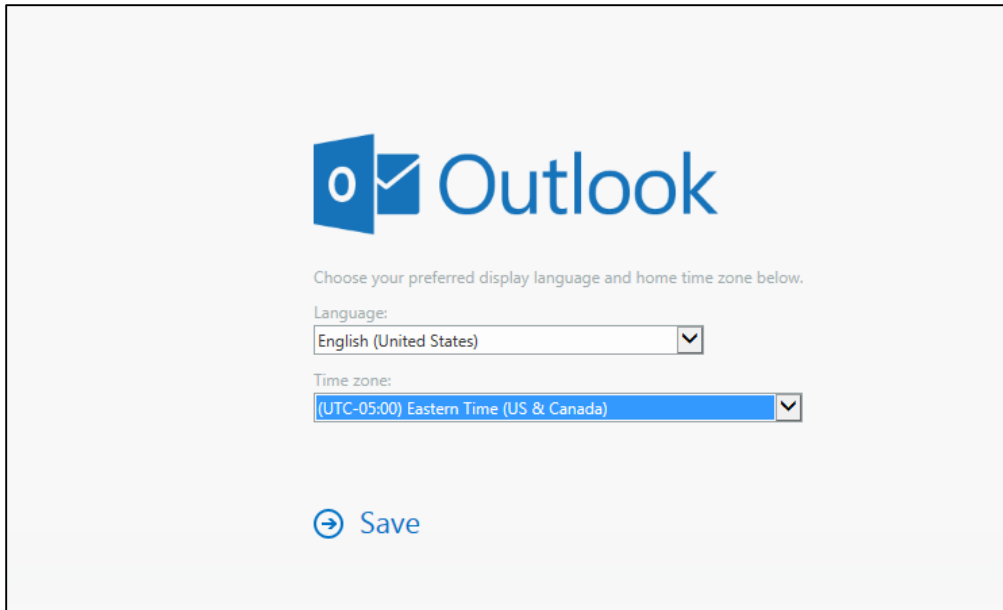
1. Navigate to <https://office.ccsu.edu>
2. Login with your CCSU email address and BlueNet password



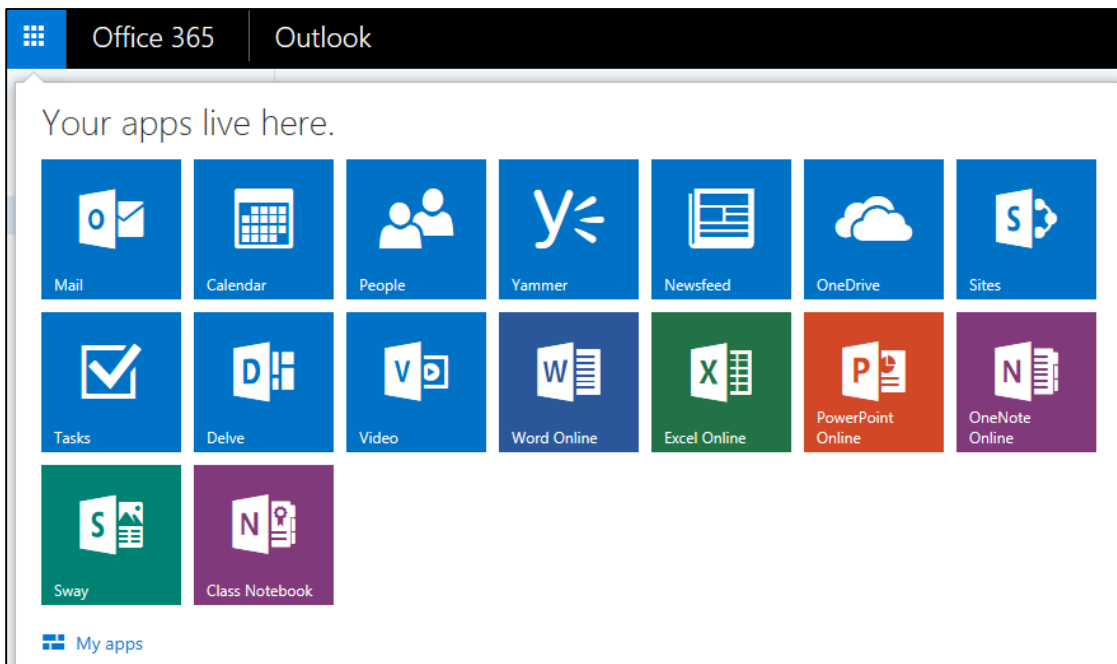
3. Click on the Mail Tile from the Office 365 Home screen.



4. The first time you access Mail, you will need to select the **Time Zone** and select **Save**.

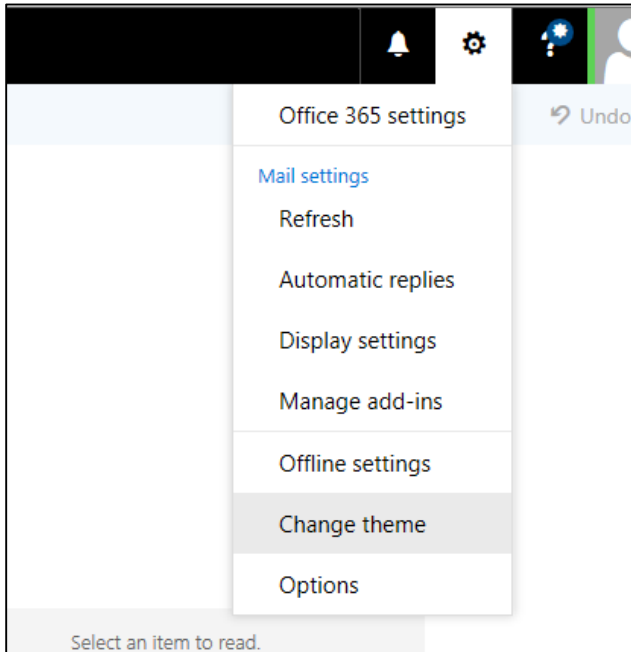


5. Your **CCSU email** and **folders** will be displayed. To access your **Calendar**, **Contacts (now called People)**, or **Tasks** click on the **Tile icon** in the top left corner and click on the **Tile** for the option you would like to open.

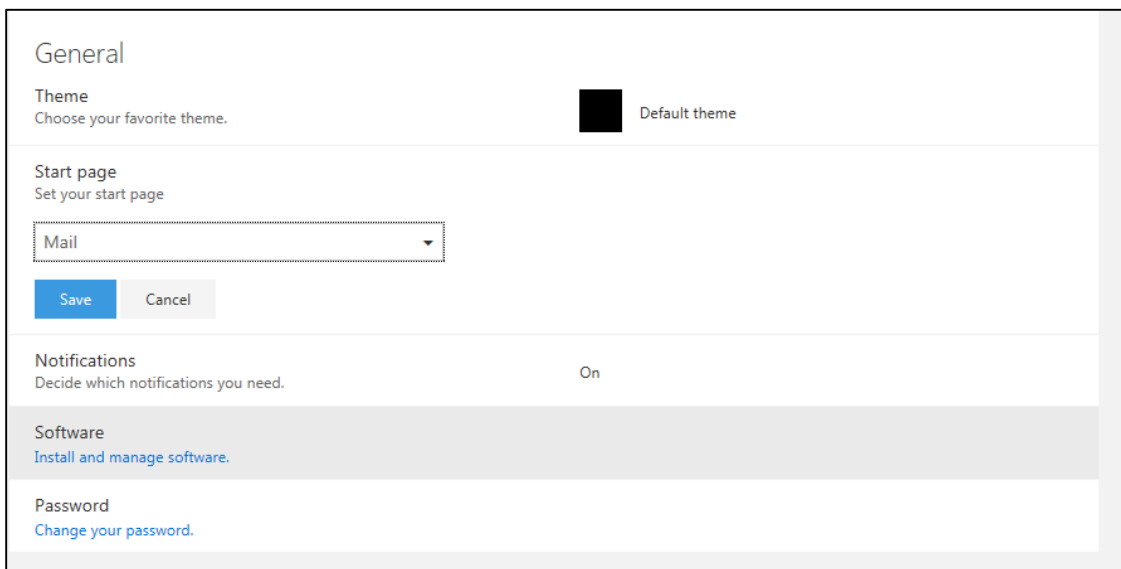


**To make your email the default application when you log in to Office 365:**

1. Click on the Settings icon in the upper-right corner, then click on Office 365 Settings.



2. Click on **Start Page**, select **Mail** from the list and click on **Save**. The next time you log in to **Office 365, it will open to your email automatically.**



3. To get back to your email and close out of the **Office 365 settings**, click on the **Tile icon** in the upper-left corner, then click on the **Mail** Tile.

