



THE CLAREMONT COLLEGES

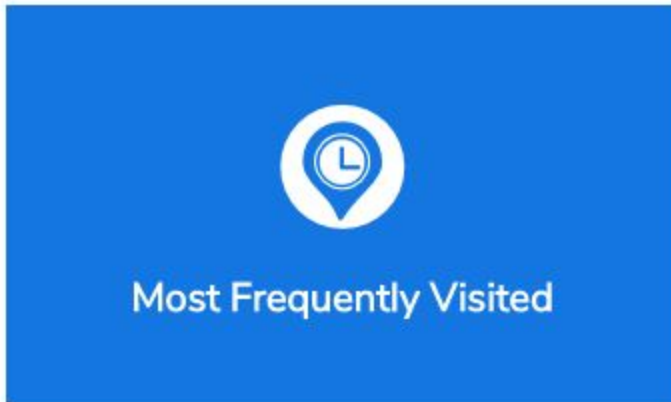
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**SERVICES**

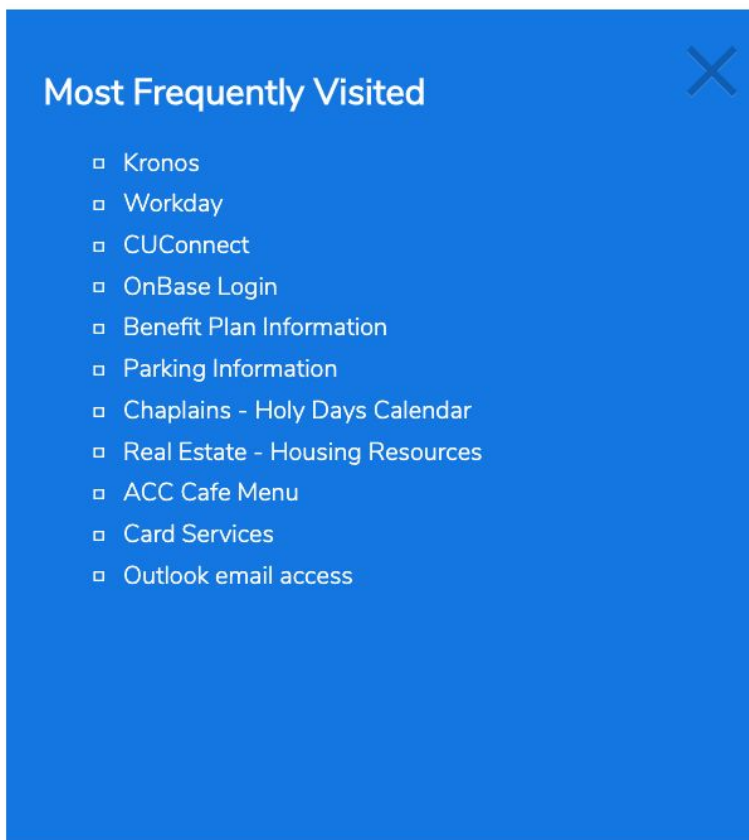
Office 365 email login user guide

To login to the new O365 Email portal go to

- <https://services.claremont.edu/>
- Scroll down the page towards the bottom left and click on Most Frequently Visited



- This will open up a new menu; click on Outlook email access link

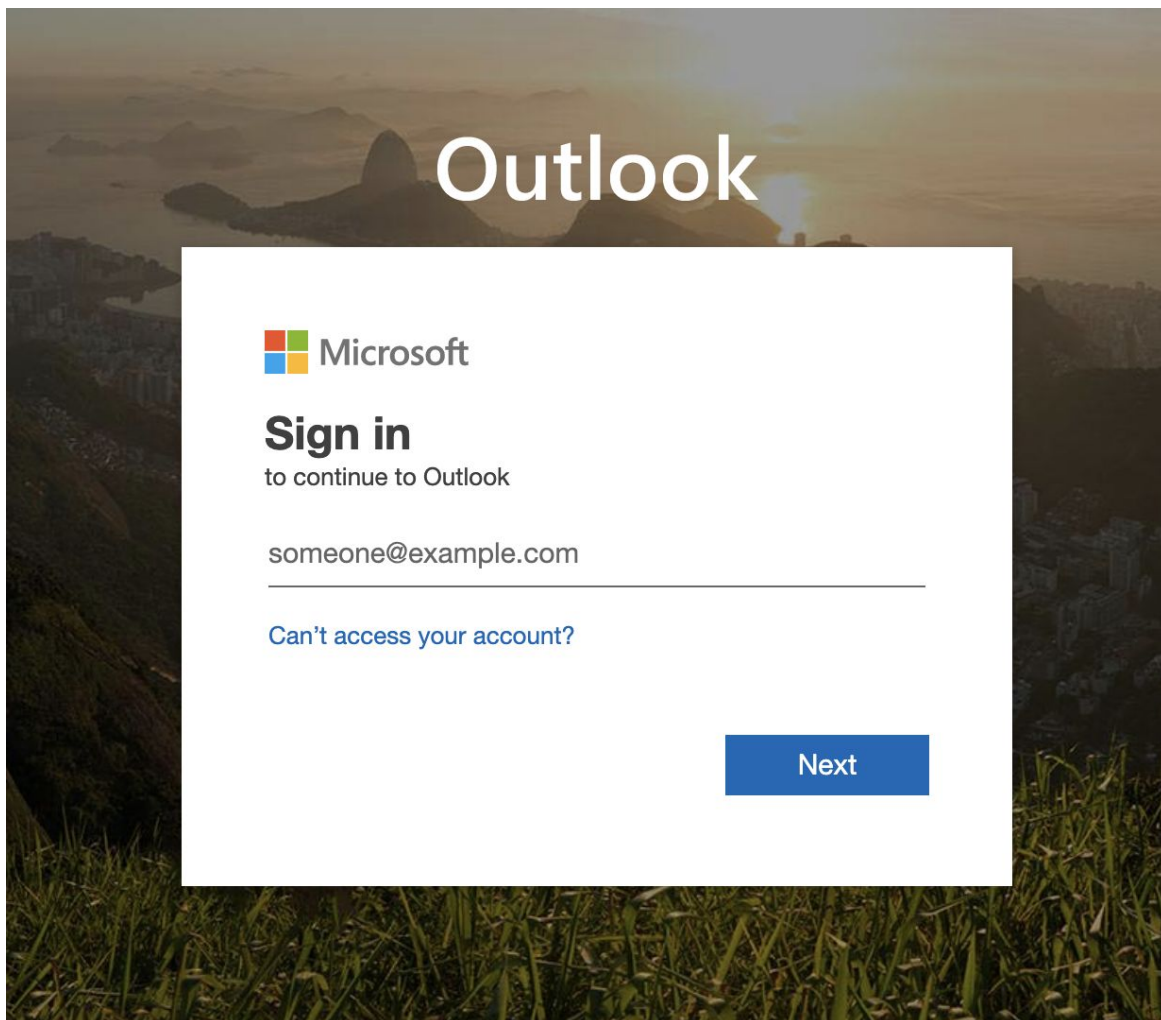


- Your username will be your first name followed by last name initial and @claremont.edu

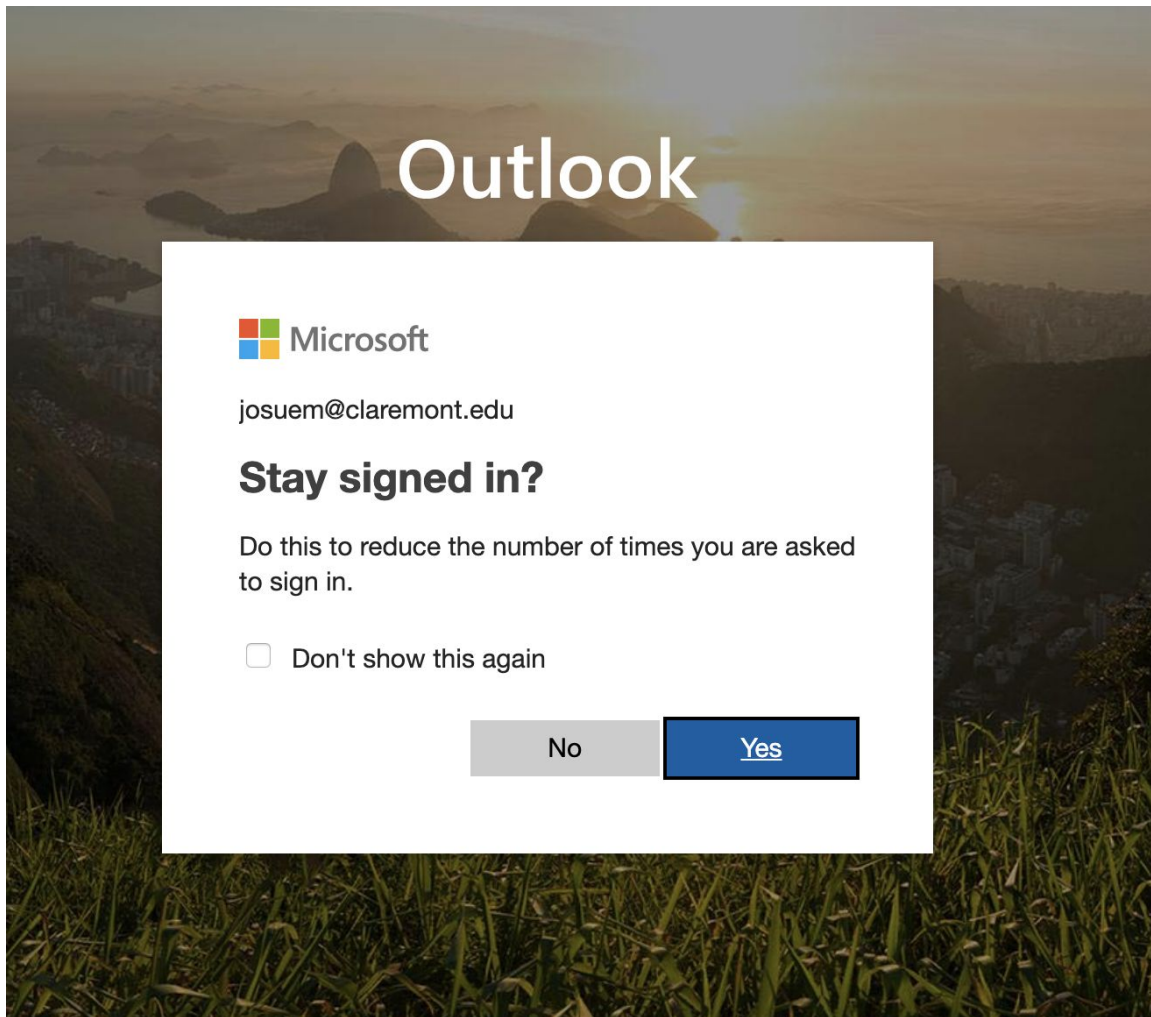
For example [FirstNameLastNameInitial@claremont.edu](#)

(ie. John Smith - johns@claremont.edu)

- Your password is the same as your SSO login.
- Enter your information and click on the Next button.



- After entering your username and password, you will be taken to a new view where you can select for your browser to remember you when you visit.
- Click on Yes, so that you don't have to enter your login information each time you visit the site.



- You will be then be redirected to your inbox.