To login to the new O365 Email portal go to

- [https://services.claremont.edu/](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.