Getting Started with your Office 365 MSJC Email Account

This document provides step-by-step first-time login instructions for your Microsoft Office 365 student email account.

To access your Office 365 for the first time you will need to first activate your account through EagleAdvisor:

1. Log in to https://ea.msjc.edu and select Student EagleAdvisor.
2. Under User Account, select Activate Student Email Account (click here).
3. Choose and enter an email password that fits the password complexity requirements.
4. The activation process may take up to one (1) hour before you can use your new password.

Go to http://student.msjc.edu to login to your Microsoft Office 365 email account.

Your Office 365 username will be your my.msjc.edu username with @student.msjc.edu and your password is the same password you entered on activation screen in EagleAdvisor. If you do not know your my.msjc.edu username, go to http://ea.msjc.edu and click on What’s My Username?

For example...

Office 365 ID: jdoe123@student.msjc.edu
Password: Use the same password you entered on activation screen in EagleAdvisor

*Note: Password can take up to one (1) hour before you can use your new password.
You will be asked to confirm your language and time zone.

Enter your preferred language and your correct time zone, then click "OK"
You should now be successfully logged in! Click on the Outlook link to access your email.

Please contact the helpdesk by phone at (951) 487-3411 or by email at help@msjc.edu if you are unable to login.

Go to http://www.msjc.edu/LiveEdu for more information and resources.