# How to set up and check your ACM Student Email Account

When you apply to ACM you receive a username and password. This username and password is used to access your student email account. For our purposes, 'username4' will be our username to walk you through the process of accessing our student email account.

Step 1: Obtain your username and password.

This can be accomplished by applying to ACM. Once applied you receive your username and password through the U.S. Postal Services (snail mail). Or you can contact helpdesk at 301-784-5444 or visit the Cumberland Campus Technologies building room T20 (helpdesk) a few days after you apply.

Step 2: Visit the college homepage, http://www.allegany.edu/ and scroll to the bottom of the page. There you will find an icon for Student Email.
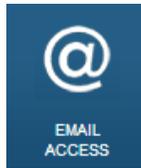
Click on this icon and it will take you to www.allegany.edu/x3009.xml. You will need to click on the icon for Access Student Email. It will take you to https://login.microsoftonline.com. If you have a live.com or Hotmail.com account you will need to log out of those accounts before logging into your student email account.

Step 3: Log into your email using your username followed by @student.allegany.edu and the password that you received in the mail or by contacting helpdesk.

It should look something like this:

Step 4: Be sure that the 'Keep me signed in' box is UNCHECKED.

You do not want the computer to remember any passwords or to keep you logged in. It is best to log in and out each time you access your student email account. Then choose Sign In.

****Note:

      If at this point it gives the error: 'That password is incorrect', then you either typed the password incorrectly or you have been into it before and changed your password. Try typing in the password again, if that doesn't work try a common password that you use (some people use the same password for everything).
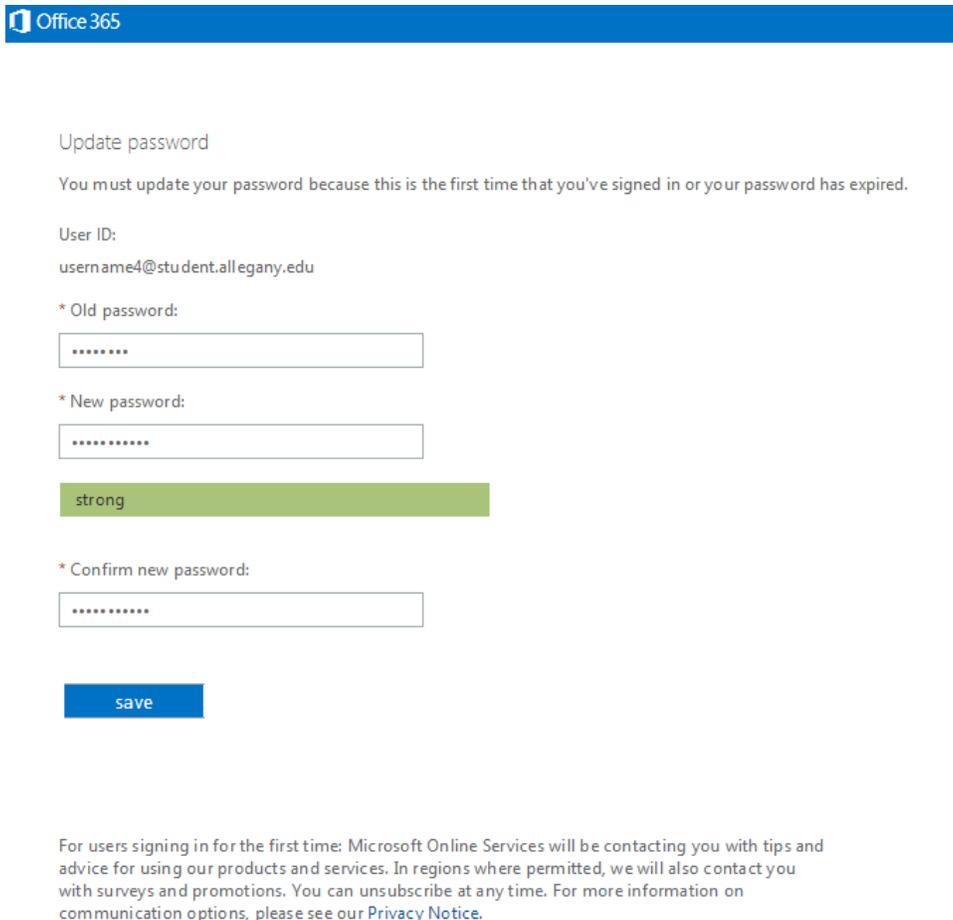
      If you receive the error: 'That Windows Live ID doesn't exist. Enter a different ID or get a new one'. Check your spelling of your username and make sure you have @student.allegany.edu after the username.

      If these errors persist, please contact helpdesk at 301-784-5444.

Step 5: Changing your password.

You will now be asked to verify your password and create a new one. In the first blank you will enter your password (the one you put in to get to this screen). In the next two blanks, you will create a password and then retype it for verification purposes.

*Strong passwords are required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols. Then choose save.

Office 365

Update password

You must update your password because this is the first time that you've signed in or your password has expired.

User ID:

username4@student.allegany.edu

* Old password:

········

* New password:

··········

strong

* Confirm new password:

··········

save

For users signing in for the first time: Microsoft Online Services will be contacting you with tips and advice for using our products and services. In regions where permitted, we will also contact you with surveys and promotions. You can unsubscribe at any time. For more information on communication options, please see our Privacy Notice.

Step 6: Log into your email.
Once you choose save on the last screen, the computer will bring you back to the Office 365 login screen. This time use the password that you just created.

Step 7: Setting Preferences.
Choose your language and time zone for your email.
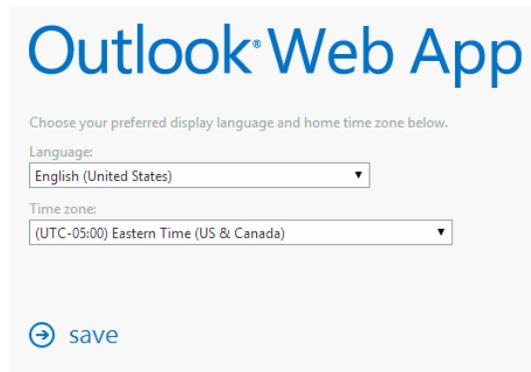
Step 8: Your inbox!
Now you should see your inbox. Your name should appear in the right hand corner and on the left hand side underneath the favorites section. Be sure to check your email often, as the college uses this email address to communicate with students. Your instructors and Brightspace will also use this to communicate through email. Every time you log into your email, from here on out, you will be taken directly to your inbox. Be sure to sign out of your email anytime you are finished with it. *Sign out can be found by clicking on the down arrow next to your username.
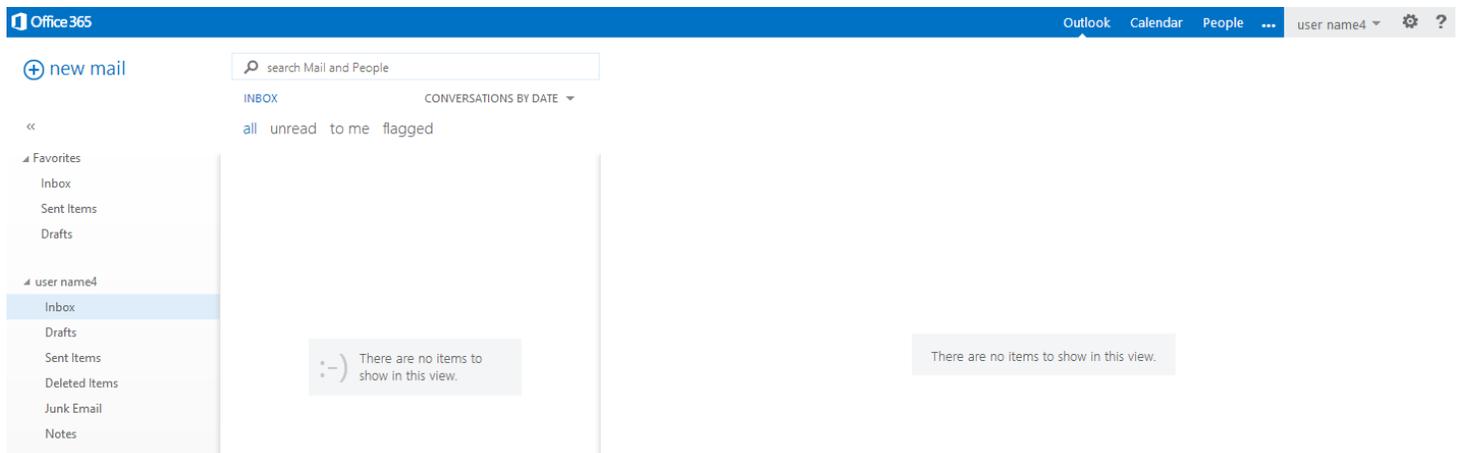
This concludes the how-to set up and check your ACM student email account. If you have further questions please call 301-784-5444 or if you are on the Cumberland campus, visit the Technologies building room T20 (Helpdesk). We are happy to help! Thank you.