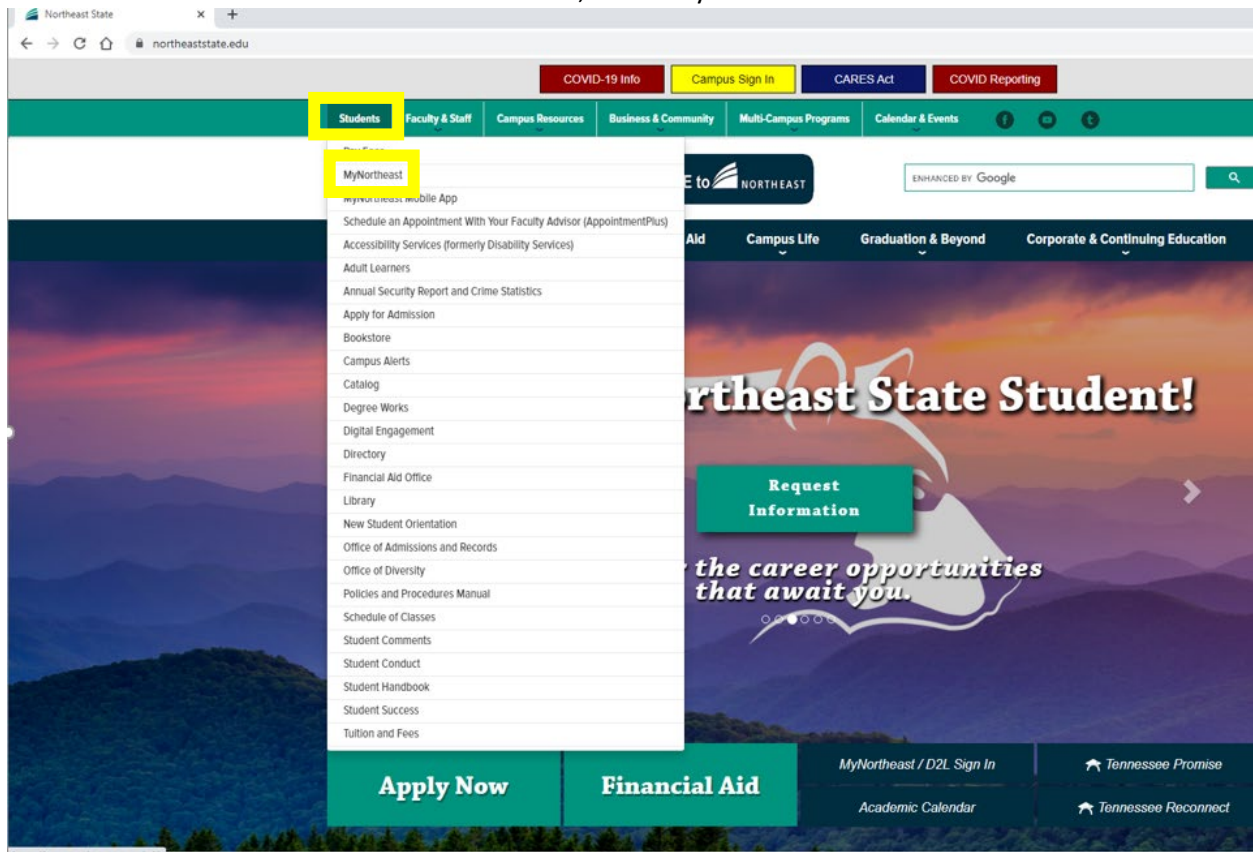
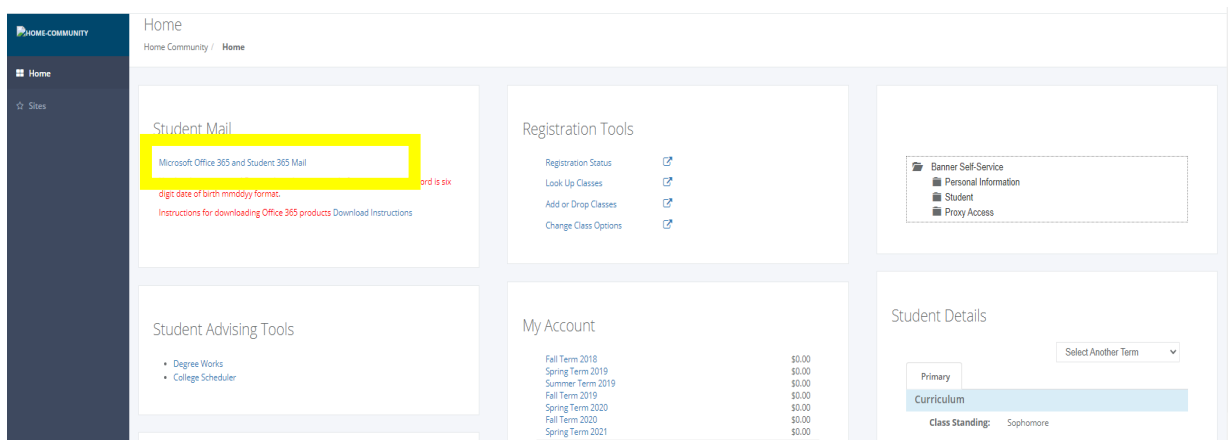


# Activating Your Student Email Account

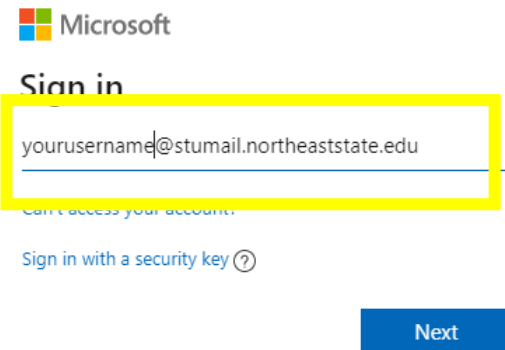
1. Log into your My.Northeast student portal account by
  - a. Visiting the direct link: [my.northeaststate.edu](http://my.northeaststate.edu)
  - b. From the Northeast State website [www.northeaststate.edu](http://www.northeaststate.edu)
    - i. Under the Students Tab, select MyNortheast



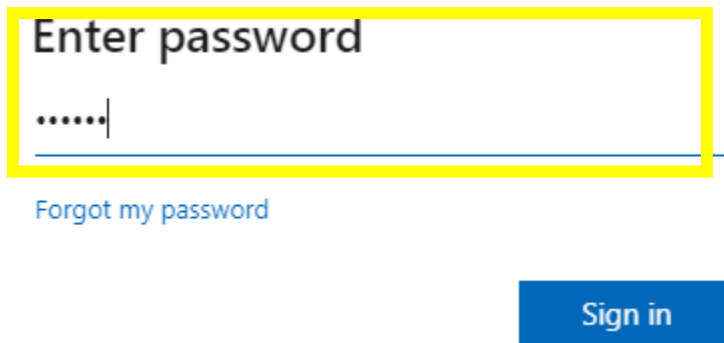
2. Login using your issued username and password
  - a. Initial passwords are typically your birthday in the format of MMDDYY (no slashes or dashes and the last two digits of the year only)
  - b. If you do not know your username, you may look it up here:  
[https://ssb.northeaststate.edu/prod\\_ssb/byskidlk.P\\_GetLookupInfo](https://ssb.northeaststate.edu/prod_ssb/byskidlk.P_GetLookupInfo)
3. Once logged into the student portal, in the top left box, choose "Microsoft Office 265 and Student Mail"



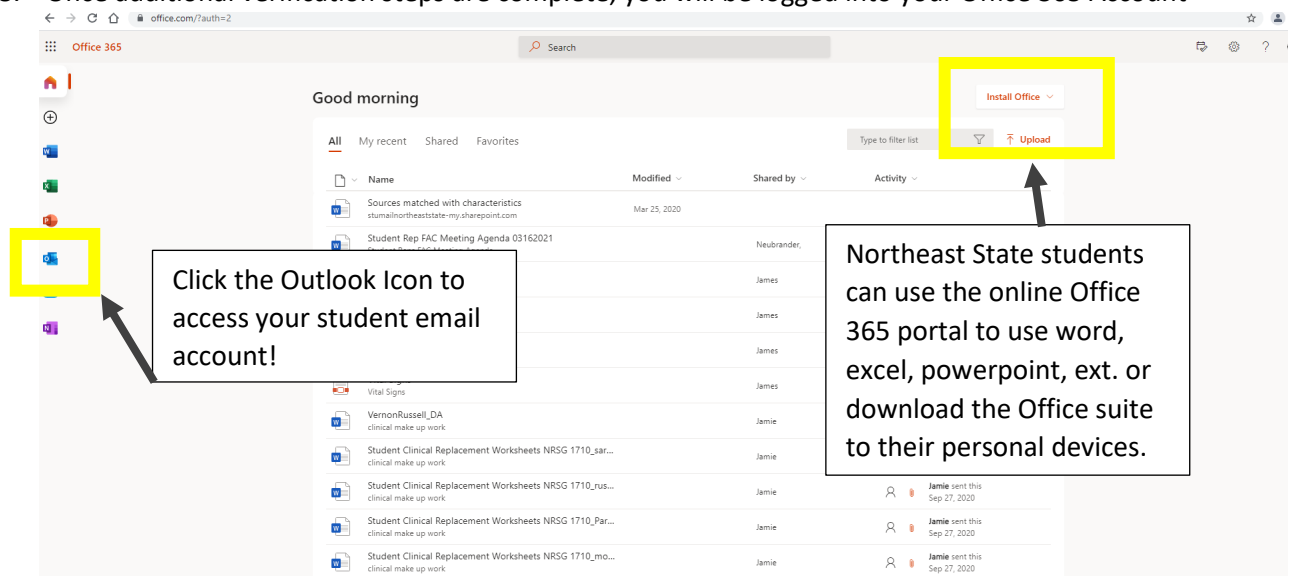
4. When prompted, enter your username followed by @stumail.northeaststate.edu



5. Select Next
6. Enter your password
  - a. Passwords are initially set to your 6 digit birthday in the format of MMDDYY (no slashes or dashes and the last two digits of the year only)



7. You will be asked to set up additional verification by entering a phone number and alternate email address
8. Once additional verification steps are complete, you will be logged into your Office 365 Account



9. After selecting the Outlook Icon, you email will display as:

