How to Access Your Faculty/Staff Office 365 Email Account

Through myCommnet

1. Log in to http://my.commnet.edu

2. Type in your NetID (01324567@gwcc.commnet.edu). Then, type in your password. If this is your first time, login with your default password which will be the first three letters of your birth month, the ampersand symbol (&) and the last four numbers of your social security (e.g., Mar&1234)

3. Once you are logged in, click on the Log in to Faculty/staff Email using your NetID and Password link.

4. Under username type in your NetID (01324567@gwcc.commnet.edu). Then click password. It will redirect you to another security window asking for username and password.

5. Username: Type in your NetID (01324567@gwcc.commnet.edu) Password: Type in your MyCommNet password.

6. Click OK and you’re in!
How to Access Your Faculty/Staff Office 365 Email Account

*Through Outlook Web Access Portal*

1. Go to: https://login.microsoftonline.com/

2. Type your NetID (01234567@gwcc.commnet.edu), and then click Password. It will redirect you to another security window asking for your username and password.

3. Username: Type in your NetID (01234567@gwcc.commnet.edu) Password: Type in your MycommNet password

4. Click Sign in and you’re in!