

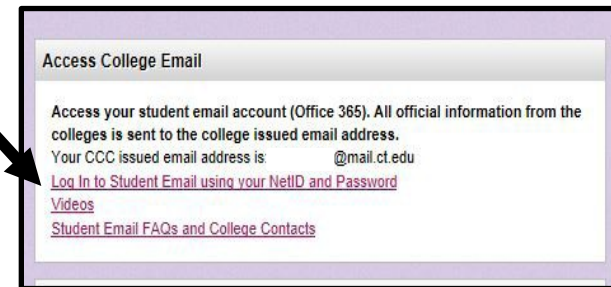
*Check your inbox daily!  
This is the college's only way of communicating official information.*

# How to Access Your Office 365 Email Account Through myCommnet

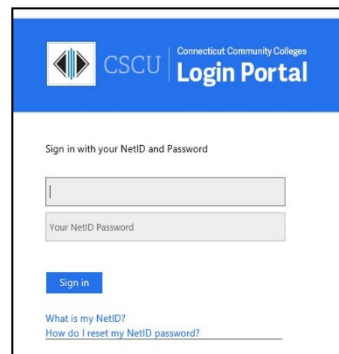
**1** Log in to <http://my.commnet.edu>  
Click- **Login**



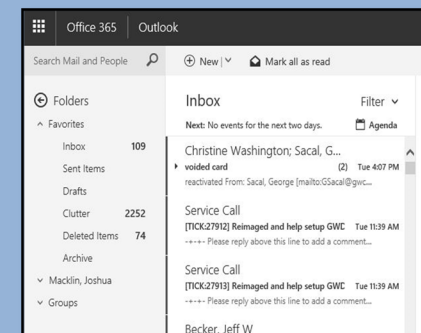
**3** Once you are logged in, click on the **log in to student email using your NetID and Password** link.



**2** Type in your **NetID (01324567@student.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**)



**4** You are now in your **O365email!**



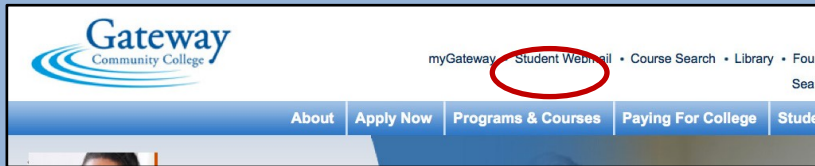
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# How to Access Your Office 365 Email Account Through Student Webmail

1 Go to **GatewayCT.edu**



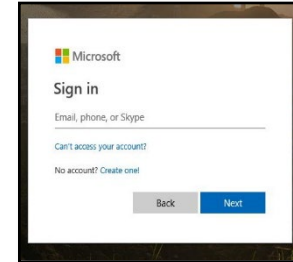
2 Click on the **Student Webmail** link at the top of the Gateway homepage. This link includes detailed information about Student Webmail



3 Click on **student Webmail Login**



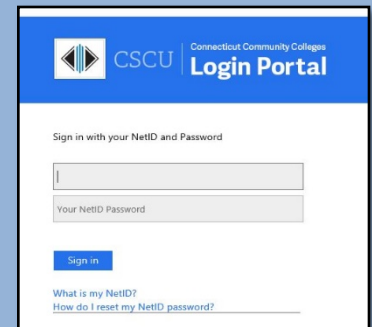
4 The link will open the Office365 page. Under **Sign in** type in your **NetID (01234567@student.commmnet.edu)**, then click **next**



It will redirect you to another security window asking for username and password



5 It will pop-up the **CSCU Login Portal**. In here, type in your **NetID (01234567@student.commmnet.edu)** and



6 Click **Sign in** and you are in!