Office 365 Student E-mail Service

An Introduction

San Jacinto College provides email service to all fully registered and paid students. This document provides an overview of the service including: explanation of who is eligible for a College email account, expectations for how the service will, may and should be used, description of email addresses and how to access the system, and how to get technical support.

You @ Stu . SanJac . Edu

All San Jacinto College students have access to email service provided by the College. An email address will automatically be generated for you once you have registered and paid for a class at the College. The email service provides 50 GB of storage, access from portable devices, and built-in anti-spam message filtering.

This email service is for your use only.

Important Communication

The College email service represents an official means of communication between you (the student) and the College. Faculty will rely on your College email account for official communications related to your courses (i.e. assignment reminders, class announcements, and other day-to-day notices). College administrative offices may communicate with you regarding your account status, financial aid, academic standing, campus closures or emergencies, and/or other official communications. **It is important that you check your College email account on a regular basis to make sure you read any official messages the College may send you.**

Acceptable Use

This email service is for your use only. Please review all College policies related to the acceptable use of technology resources; the policies are available online at:

Policy VI-V Policy on Information Resources: http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/vi-v-policy-information-resources

What's My Email Address & Password?

All student email addresses will use a standard format. Your email username will be your last name *dot* your first initial the last six digits of your College issued G# number followed by @stu.sanjac.edu:

(LastName).(FirstInitial)(LastSixG#)@stu.sanjac.edu

For example, if your name is John Doe and your G# is G00430697, your email address will be: **Doe.J430697@stu.sanjac.edu**

The initial password for your e-mail account will be your birthday in MMDDYYYY format.

NOTE: If you are unable to log in with your date of birth, please try your SOS password instead.

Sync Your SOS & Office 365 Password!

Students have the option to sync their student email password with their SOS password. Once you've set up your Office 365 email account, simply log into Password Self-Service at www.sanjac.edu/password and change your SOS password to sync both.

Note: In order for your new password to work with your student email account, your password must be between 8 and 16 characters.

Reset your Office 365 Password

Students that are unable to log in, can reset their password by using the Password Self Service System at www.sanjac.edu/password. As long as a student has set up his/her security questions, he/she will be able to create a new password that will work for Office 365, SOS, Blackboard, computers on-campus, and any other resource that uses the SOS password.

Note: In order for your new password to work with your student email account, your password must be between 8 and 16 characters.

Show Me My Email!

You may access your San Jacinto College email address online at: https://outlook.com/sjcd.edu

What if I Need Help?

You may contact San Jacinto College Technical Support via the following options:

- ✓ By phone at 281-998-6137 (x6137 if on-campus)
- ✓ By email at TechSupport@sjcd.edu
- ✓ Online at https://www.sanjacits.org/student-email

Additional notes:

In an effort to improve Cybersecurity protection, Student Microsoft Office 365 email accounts will now be deleted two (2) years after the last credit semester enrolled at the College.

This will improve our cybersecurity posture, as a significant percentage of phishing emails and compromised accounts are propagated using stagnate student accounts.

Returning students who enroll after this period will be provisioned new email accounts.

This change does not affect student access to SOS or other systems.