# How to login into Student Email

## Step 1 – Assigned student email address

Student email addresses are preassigned and will use this format:
FirstName.MiddleInital.LastName1234@student.yvcc.edu

> Example: If your name is John L Doe and your SID is 123456789, your email address will be John.L.Doe6789@student.yvcc.edu

Password: ***Is your YVC PIN, normally set to your date of birth without the leading zero in the month field.***
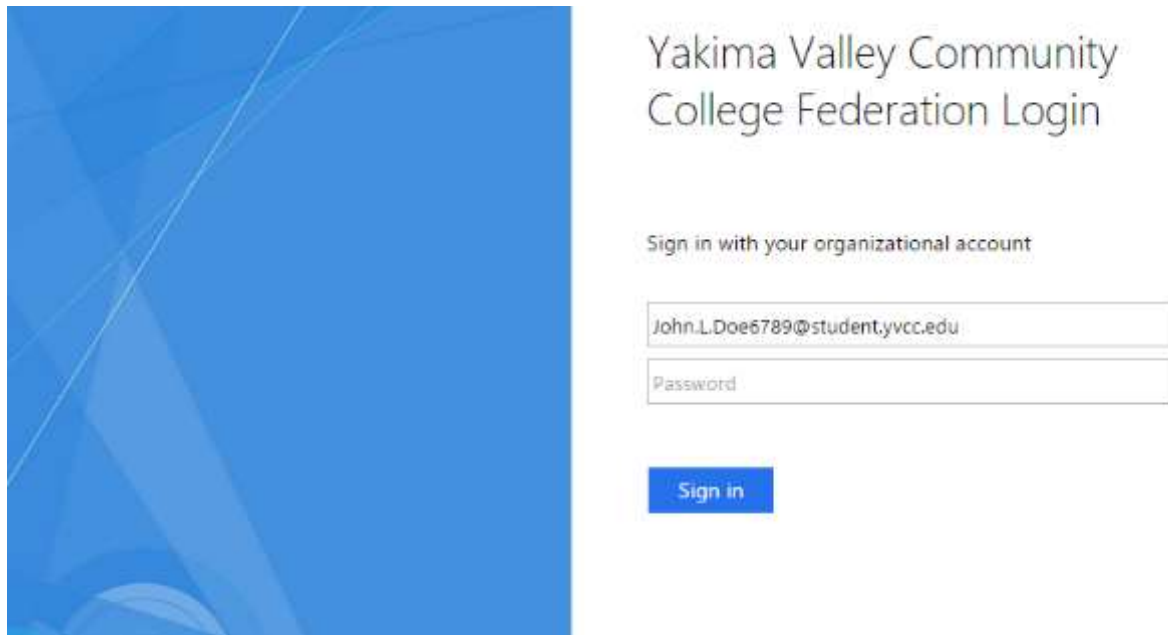
> Example: If you were born in months January thru September ***Do NOT*** use a zero before the month. m/dd/yy, June 2, 1998 the PIN = 60298

## Step 2 – Login Site

To reach the login site, either click the address below or type it into your browser URL bar

http://portal.office.com

You will be redirected to a page that should look like this:



Yakima Valley Community College Federation Login

Sign in with your organizational account

John.L.Doe6789@student.yvcc.edu

Password

Sign in

- Enter your student ID following the directions in Step 1
- Enter your PIN as the password, following directions for your PIN in Step 1

Step 3 – Download Office 365
Once you have successfully logged into OneDrive, you will see a page that looks something like the image below. The different application icons you see can be used directly from the OneDrive to access the apps, however, they are limited in what you can do. As a student, you can download Office 365 from this site free. Follow the directions after clicking the Install Office apps



dropdown arrow.

Step 4 – Using Outlook
- Directly from the OneDrive Cloud, click the Outlook icon to access your email account.
- Remember OneDrive is in the Microsoft cloud. If you have important papers or files you want backup, you can drag-drop them into Documents, or use the upload feature.