

Logging into your Allen 365 email account

Once enrolled at Allen, you will be given an Office 365 email account that is yours to use as long as you are a student at Allen. Your email account will be <your student ID>@allenc.edu. Your password will be the first four letters of your last name, followed by the last four digits of your social security number.

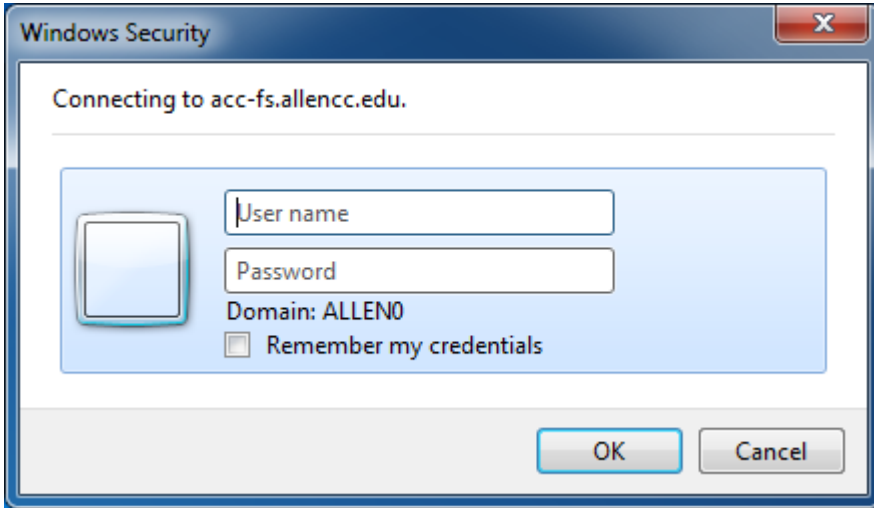
To access your Allen email, first go to our myAllen student portal at <http://my.allenc.edu>.

The screenshot shows the myAllen student portal. In the 'Webmail Portal' section, a white arrow points to the link 'My Allen Office 365 account'.

Click on the “My Allen Office 365 account” link. This will open a new window like the one shown below.

The screenshot shows the Office 365 sign-in page. The email address '1234@allenc.edu' is entered in the sign-in field, with a white arrow pointing to it.

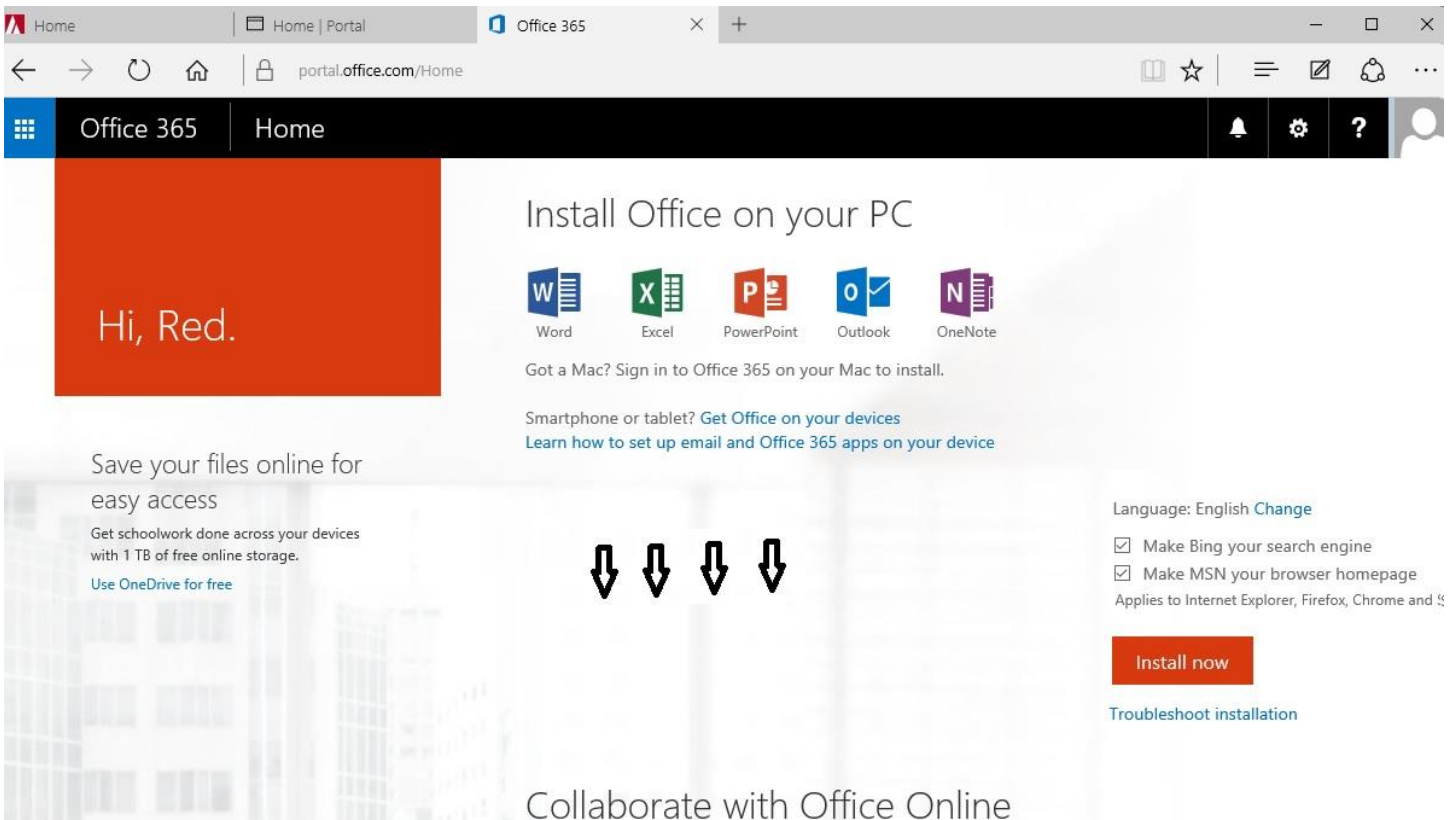
Type your Allen email address in the username field and hit tab, or click on the password box. You will be redirected to another page and will see a Windows Security window like this...



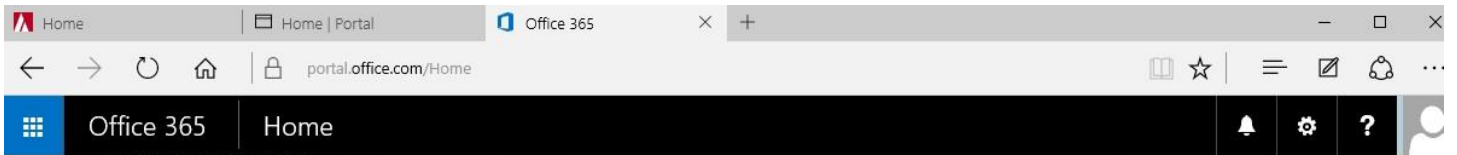
Type in your student ID number ONLY in the User name field, and your password.

DO NOT CHECK THE "Remember my credentials" CHECKBOX!!

Click the "OK" button and you will see the Office 365 landing page.



Scroll down to find the link for your email.



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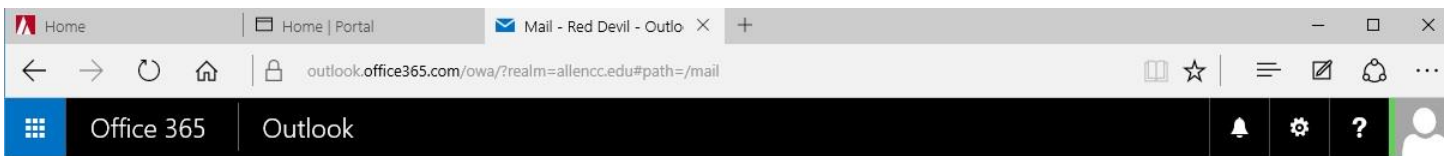
Install now

[Troubleshoot installation](#)

Collaborate with Office Online



Click them "Mail" icon. You will then see your email page.



New

Search Mail and People

Folders

Inbox

Sent Items

Drafts

More

Groups

New

Groups bring people together. Join a group or create one.

Browse groups

Create group

INBOX

Conversations by Date

All Unread To me Flagged

We didn't find anything to show here.

Select an item to read.

[Click here to always select the first item when you sign in](#)