

## How to Login to Your Peralta Email Account

## 01 **Retrieve Login Information** Open the Admissions email sent to you after submitting your online Peralta College Application on the OpenCCC website. Find your Peralta student email address and temporary password which are both needed to access your Peralta email account (as well as your Student Center). From: <<u>Admissions@peralta.edu</u>> Sent: Sunday, June 18, 2017 4:00 PM To: < Subject: Student Passport Information Dear Welcome to the Peralta Colleges! Your application has been received and you can now complete an orientation and assessment, the Student Success and Support Program core requirements Be sure to save your Student Passport Information below \* Student/User ID # -\* Password -\* Peralta Student Email Address -\* Peralta Student Campus ID -(used to retrieve login information if no SSN on file) The email address will not be available for activation until after you have enrolled in classes How to access your email address http://web.peralta.edu/it/studentemail/ Connect to the Peralta Student Email Information webpage: web.peralta.edu/it/studentemail \*Peralta Email addresses are activated at the end of the following business day 02

Access your student email: <u>www.outlook.com/cc.peralta.edu</u>

Login

Enter your Peralta student email address in the first field box and your temporary password (sent in the Admissions email in Step 1) in the second field box (circled below).



Add required security information prior to accessing you email inbox.

## **03** Change Password

## Access your email inbox.

Update your email password: select your student ID in the top right corner and then select *View account* in the drop down menu.

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More  Groups * New  Groups give teams a shared space for email, documents, and scheduling events.  Discover  Create	Meet Focused Inbox Find email you're likely to read under Fi the rest under Other. Got it Learn more Next: No events for the next two days.	ocused, and	Select an item to read Click here to always select the first item in the list	Sign in to IM Open another mailbox View account Sign out

Select *Security & privacy* in the left-side navigation bar, click *Password*, and you will be directed to a screen that asks for your old password (temporary password used to login to your Peralta email account) and prompts you to create and confirm a new email password.



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