



SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT



# Student Email and Microsoft 365

Joint School Meeting - 03/08/2023



Student Email



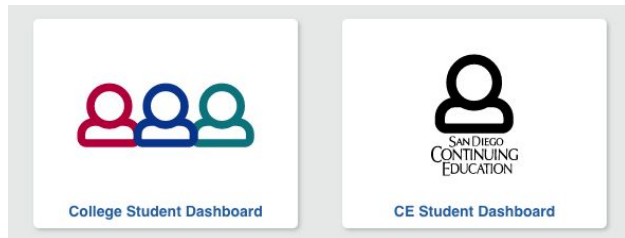
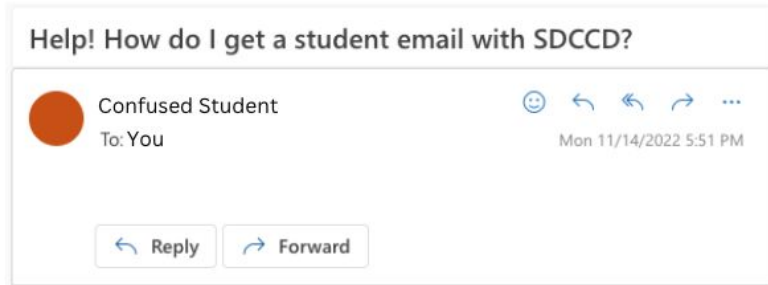
myApps



Microsoft 365

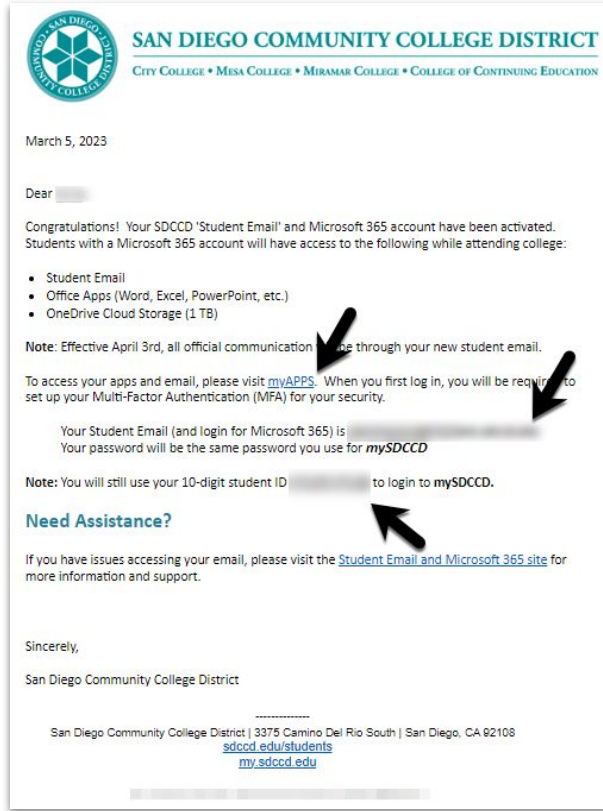
- Student email: @student.sdccd.edu
- Cloud platform to access Microsoft applications
- 1TB storage on OneDrive
- Install Microsoft Office to your personal computers

# Scenario:



- ✓ Enrolled at least with 1 class for the **current term**
- ✓ Does not have an S40 hold on their account
- ✓ Does not already have another student.sdccd.edu on their account

# How can students get started?



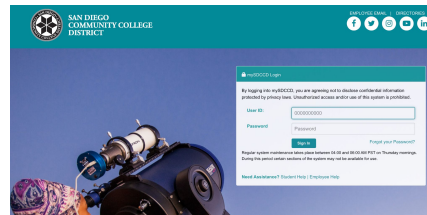
- Students will receive an email notifying them to set up their student email 2 hours after enrolling into a class
- The student's full SDCCD email address will be their log in

First Name: Happy

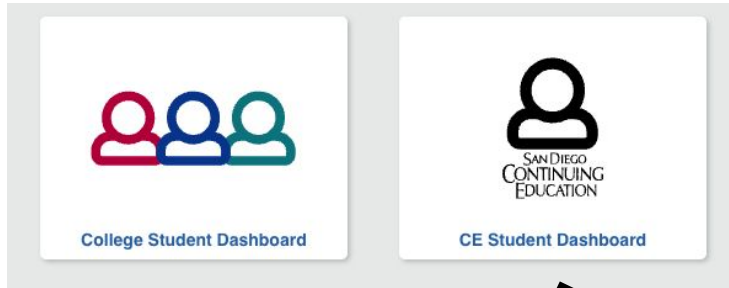
Last Name: Student

hstudent@student.sdccd.edu

- Their password will be the same password to their student portal -> mySDCCD



# How to find my student email if I am a student?



The screenshot shows the 'College Student Dashboard' interface. The top navigation bar is teal and contains the text 'College Student Dashboard'. Below this, a large teal banner reads 'Welcome to Mesa College, [blurred name]'. A sidebar on the left lists various dashboard options: 'College Student Dashboard', 'My Academics', 'My Classes', 'My Finances', 'My Financial Aid', 'My Personal Information', 'College Student Dashboard', 'Employee Dashboard', and 'Finance Dashboard'. The 'My Personal Information' option is highlighted with a black box. A black arrow points from the 'CE Student Dashboard' icon in the previous image to this sidebar. Another black arrow points from the 'My Personal Information' box to the 'My Classes' section of the main content area. The 'My Classes' section has a teal header and contains tabs for 'My Classes' and 'My Grades'. Below the tabs, there is a link for 'Spring 2023' and a table with columns for 'Class ID', 'Course', 'Title', and 'Status'. The table contains several rows of data, including 'MESA 101' and 'MESA 102'.

- College Student Dashboard
- My Academics
- My Classes
- My Finances
- My Financial Aid
- My Personal Information**
- Personal Information
- Holds
- Message Center

Personal Information | Notification Preferences

Addresses | Names | Phone Numbers | **Email Addresses**

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Student Email	[redacted]@student.sdccd.edu	<input type="checkbox"/>	
Email	[redacted]	<input checked="" type="checkbox"/>	

Add an Email Address

Save

\* Required Field

Go to top

# Steps to set up Student Email:

1.



## Sign in

Email, phone, or Skype

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No account? [Create one!](#)

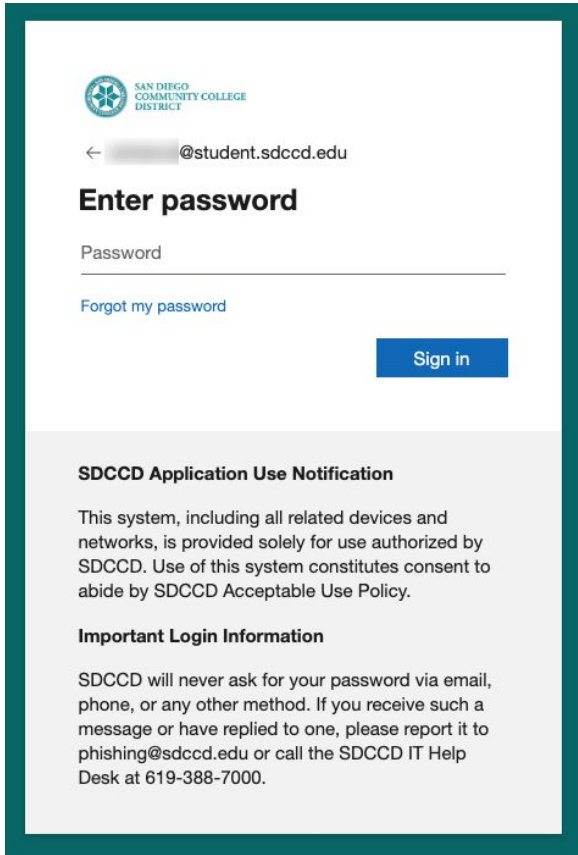
[Can't access your account?](#)

Back

Next

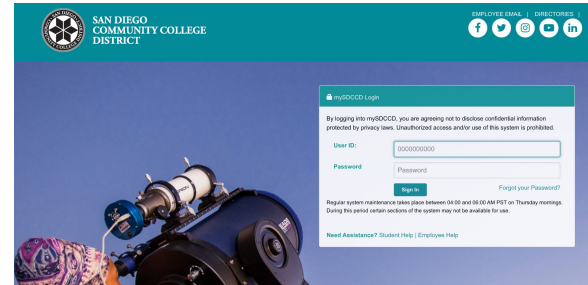
- <http://myapps.sdccd.edu>
- Students will type in their full SDCCD student email address
- Click **Next**

2.



The screenshot shows the mySDCCD login interface. At the top left is the San Diego Community College District logo. Below it is a back arrow and the email address @student.sdccd.edu. The main heading is "Enter password". There is a "Password" input field with a horizontal line underneath. Below the input field is a link "Forgot my password". At the bottom right is a blue "Sign in" button.

- The password will be the same password for the student portal (mySDCCD)



This screenshot shows the mySDCCD login page with a notification. The notification, titled "SDCCD Application Use Notification", states: "This system, including all related devices and networks, is provided solely for use authorized by SDCCD. Use of this system constitutes consent to abide by SDCCD Acceptable Use Policy." Below the notification is "Important Login Information" which states: "SDCCD will never ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to phishing@sdccd.edu or call the SDCCD IT Help Desk at 619-388-7000." The login form itself is partially visible on the right, showing the "mySDCCD Login" header, a disclaimer, and input fields for "User ID" (containing 000000000) and "Password". There are "Sign In" and "Forgot your Password?" buttons. At the bottom of the notification, there are links for "Need Assistance? Student Help | Employee Help".



3.



██████████@student.sdccd.edu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

- Click **Next**

## 4. MFA

- an authentication method that requires you to provide two or more verification factors to gain access to an application

### Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

1. Microsoft Authenticator (Mobile App)
2. Text or Phone Call
3. Other Authenticator App (Google Authenticate)

# What are the options for students who do not have access to phone, mobile devices, etc?



- Students will submit a ticket to request a key fob
- Once a key fob is setup, student will receive a 6-digit code when logging in
- Key fob should be treated as a wallet
- Battery life 5-7 years
- First key fob free, replacement: \$16/each

5.

██████████@student.sdccd.edu

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

- **No**, if you are using a public computer or workstation



Home



Create



My Content



Outlook



Word



Excel



PowerPoint



OneNote



Apps

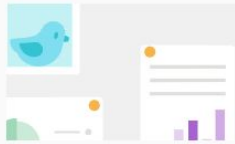


The Office app is becoming the new Microsoft 365 app, your home to find, create, and share your content and ideas. [Learn more](#)



Welcome to Microsoft 365,

Install apps



Get started

Create new

Explore apps



Quick access

All

Recently opened

Shared

Favorites

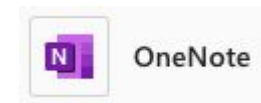
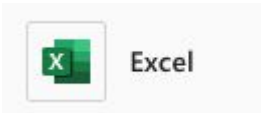
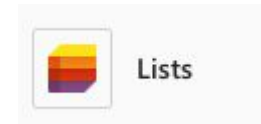


Upload | List view | Grid view



No recent content

Create a new document or upload one to get started.

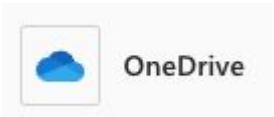


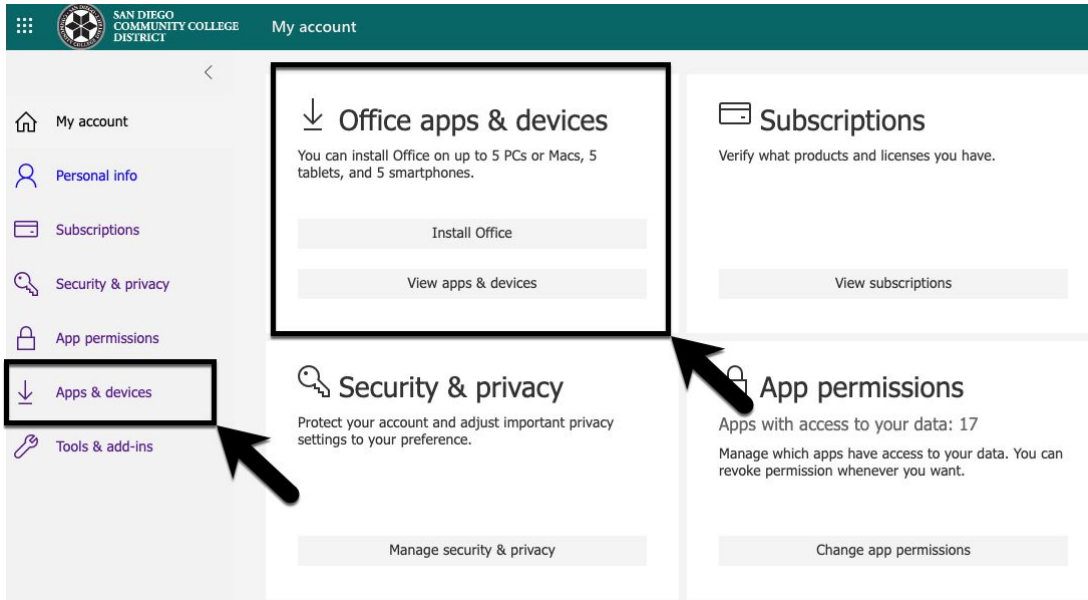
Productivity

MS Office

Storage

Presentation





Ways to access Microsoft 365 with your SDCCD student email account:

1. Download to desktop
2. Internet Browser
3. Mobile App

# Q1: What happens to the student email address when a student does a name change?

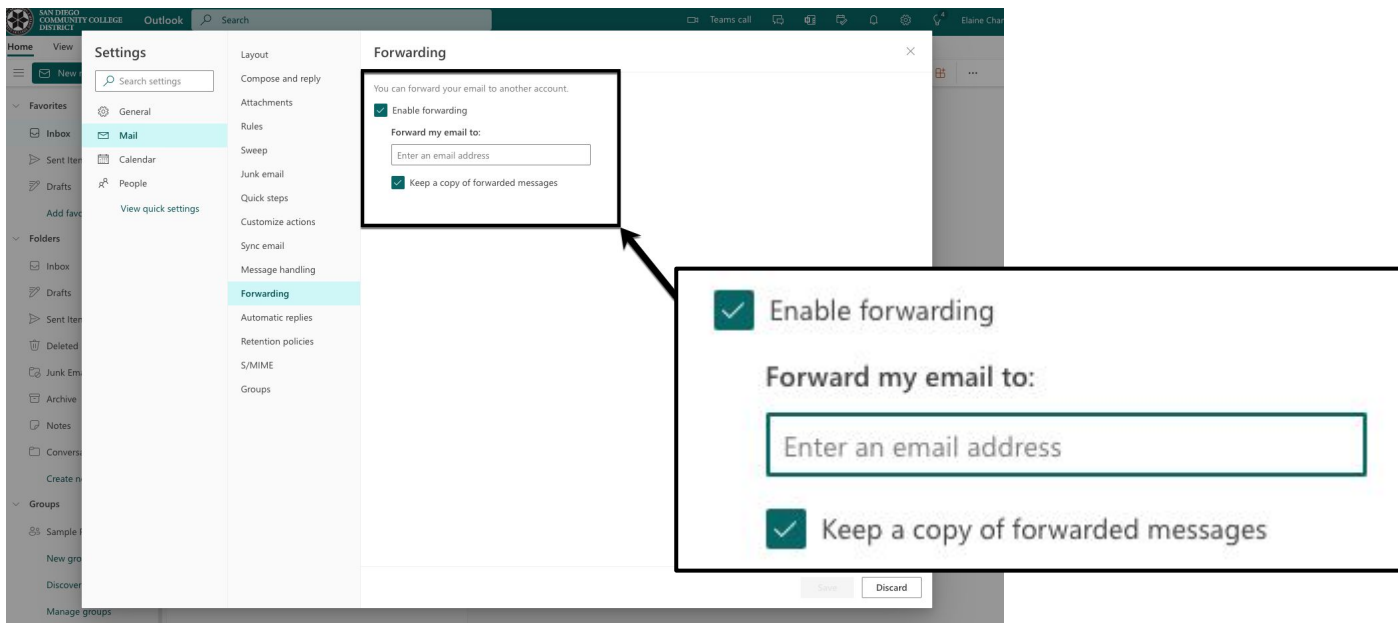
1. Turn in a mySDCCCD Help Desk ticket to request a name change (This is only for **LEGAL NAME CHANGE**)
  - a. Government Issued Photo ID
  - b. Name Change Supporting Document
2. Name change will be processed in the student portal
3. Once the name change is reflected in the student portal and the ticket is marked as “Done”, student will receive an email notifying of the change.

\*Processing time for a new email: 24 hours once student portal is updated

\*\*When a student has a new email with an updated name, they do not have to reset their MFA.



## Q2: What to do if a student does not want to use their SDCCD student email?



The image shows a screenshot of the Outlook web interface. The 'Settings' pane is open, and the 'Forwarding' section is selected. A callout box highlights the 'Forwarding' settings, which include:

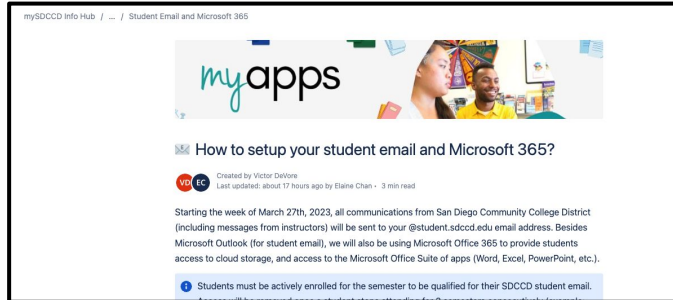
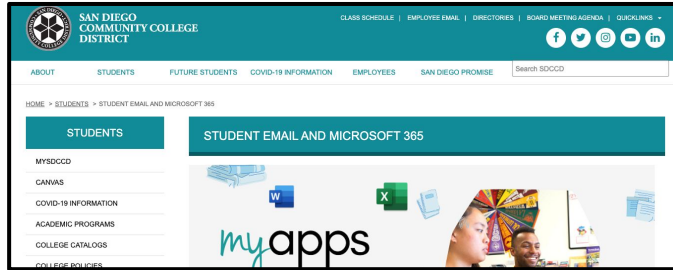
- Enable forwarding
- Forward my email to:
- Keep a copy of forwarded messages

A larger callout box provides a clearer view of these settings, showing the 'Enable forwarding' checkbox checked, the 'Forward my email to:' label, the text input field with the placeholder 'Enter an email address', and the 'Keep a copy of forwarded messages' checkbox checked. At the bottom of the settings pane, there are 'Save' and 'Discard' buttons.

## Q3: How long will student have access to their student email and Microsoft 365 apps?

- Students will have access as long as they are enrolled in City, Mesa, Miramar, or CCE
- Will lose access **after 4 semesters of not attending**  
**Example: Student will lose access in Spring 2024 if they did not enroll in Fall 2023, Summer 2023, Spring 2023, and Fall 2022**
- Will be assigned to same email address if returning

# Q4: Where can students find help for topics on student email and Microsoft 365?



- SDCCD Website - <https://www.sdccd.edu/student/student-email.aspx>
- Step-By Step Instructions on Jira - <https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/1913749505/How+to+setup+your+student+email+and+Microsoft+365>

# In Development...

- Communication campaign on SDCCD social media platforms
- Align information on all emails, websites, and platforms
- Training and overview on campuses and departments
- Key fob

**If you need assistance, such as, “resetting MFA”, “cannot log in”, etc:**

**Email: [support@student.sdccd.edu](mailto:support@student.sdccd.edu)**

**Call: 619-388-1140**