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This document will go through the process of activating a student Outlook Live email account.

Open any web browser (Internet Explorer, Firefox, Safari, Chrome) and go to <http://my.hiram.edu>. On the screen, you will see a series of gray links. Click on the one that reads "Email".

Email 

Campus Directory

Class Schedules

Moodle

Today's Menu

This will redirect you to the Office 365 login page, seen on page 2. Remember to enter your **username@hiram.edu** where it is prompted. You **HAVE** to type the full address.





Sign in with your organizational account

Keep me signed in

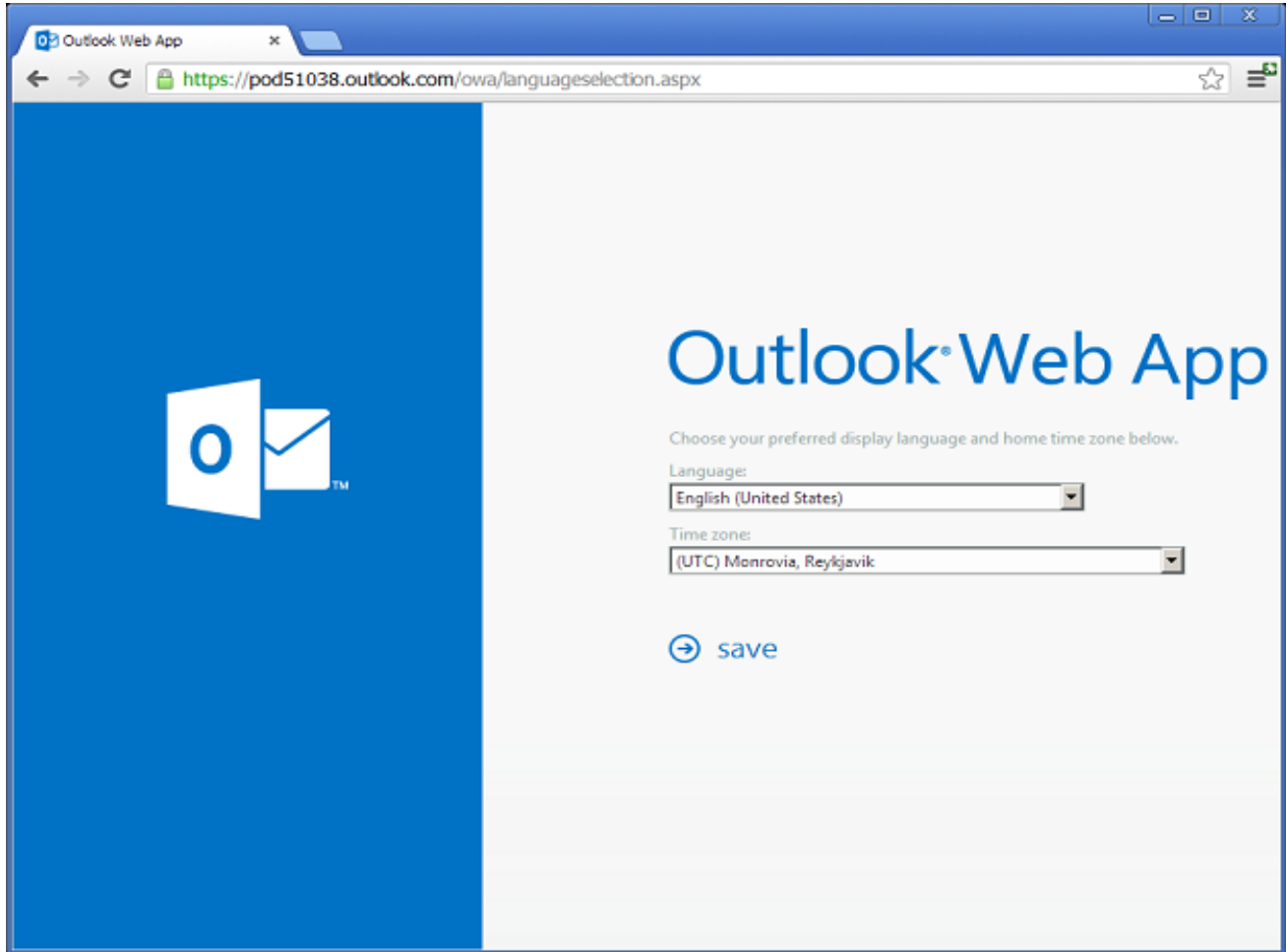
Sign in

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

Enter your username followed by **@hiram.edu**, and your Hiramnet password. If you do not remember your password, you can reset it at <http://my.hiram.edu> through Password Manager located under the Computers tab. Remember this password is case sensitive.

To complete the setup, you will then have to change the time zone of your mailbox. To choose Eastern, locate **(UTC-05:00) Eastern Time (Us & Canada)**. The screen featured on Page 3 is the screen you will see when you change your time zone.





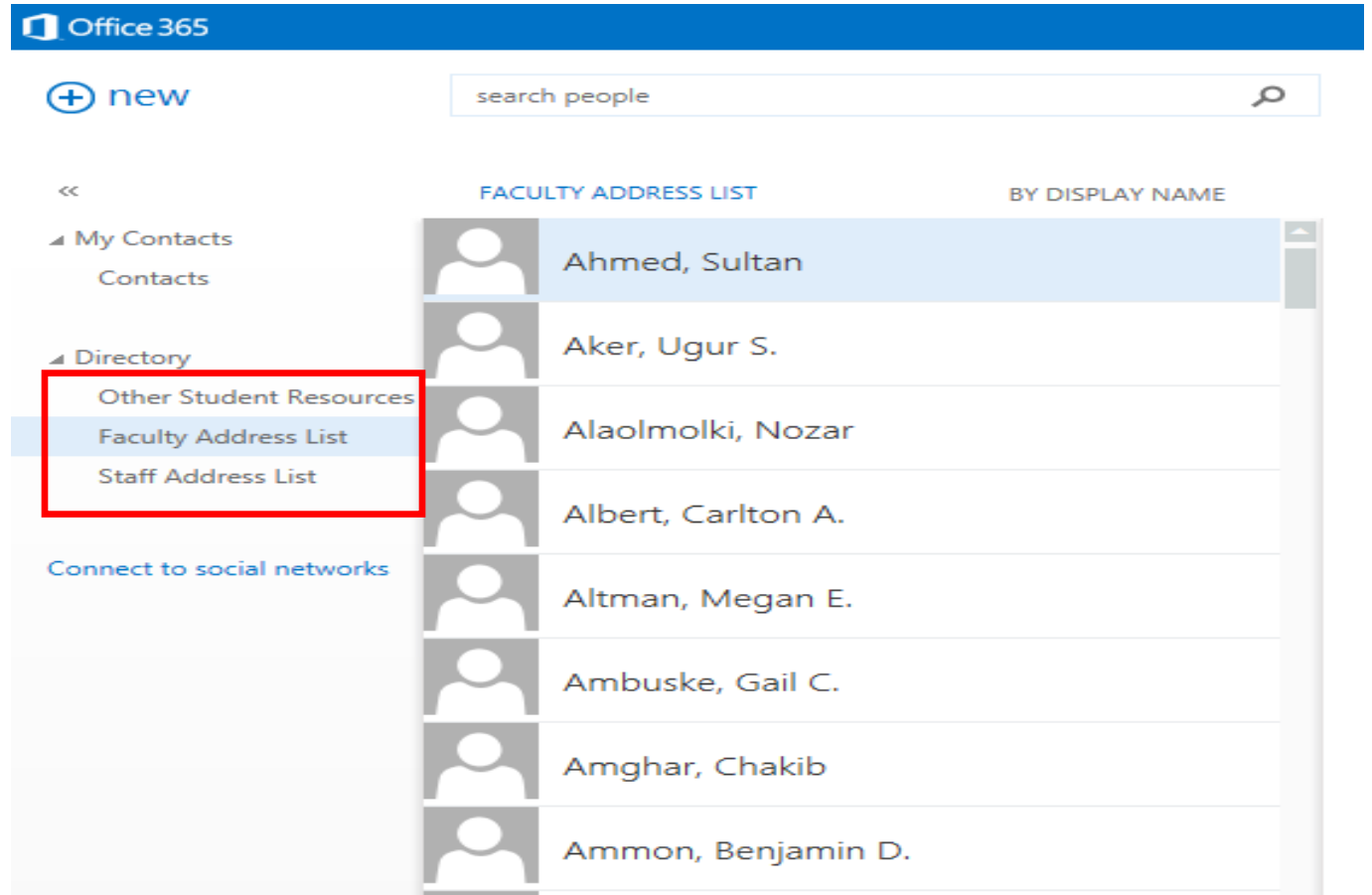
After hitting “Save”, you will be directed to your mailbox. There are many features you can utilize in your new inbox. Your mailbox has the ability to make schedule events which you will find under the “Calendars” tab in the upper right-hand corner.



You will be able to set up appointments and maintain your busy school, work, and social schedule.



Your new mailbox also has all the staff and faculty emails. When you create a new message, you can click on the “People” link which is located in the upper right-hand corner. It will take you to the screen below:



These two directories will provide you with the email information for all staff and faculty members. To find student emails, you will still have to look them up in the campus directory.

