Instructions for Accessing the New Student Email Portal Using Microsoft 365 E-mail

Your student e-mail has now changed and what you can do with it has many new features! The old e-mail account has been deleted (along with your previous store of messages) and a new account has been created. You can access this account from any computer, your tablet, or your smartphone by following these simple instructions.

Computer Access

Using any browser, connect to the new e-mail portal by signing into https://portal.office.com. Use your school account login credentials firstname.lastname@student.olympic.edu

You can also find the link for e-mail through the e-mail link at the Olympic College Web Site, the way that you have always done for accessing your mail.
You can connect to your e-mail by selecting the **mail** option noted in the top left-hand corner.

This is what your Office 365 mail looks like. You can view your e-mail by clicking on the **Inbox** and compose a new message by clicking on the **New** button.
Listed below are your **apps** options. You can click on the Apps button when you are in any screen to navigate to any available option at any time.
Skye

Contacts

Get the conversation started
Find your co-workers by entering their name in the Search field.

Get the Skype for Business app for video calls and online meetings.

Notifications

Nothing new right now

Status Options

Kent Sands
Kentsands@student.olympic.edu

Change

Available
Busy
Do not disturb
Be right back
Appear away
Reset status
Sign out of IM
About me
Open another mailbox...
Sign out
Additional Help Topics listed below.

What's new

Suggestion Box
Share your ideas with us

Mentions
Alert people when they're mentioned

Outlook Add-ins
Simplify everyday tasks

OneDrive
Share cloud files with email

Mobile
Outlook for iOS, Android, & Windows Phone

Outlook on your phone or tablet makes it easier than ever to get things done when you're away from your computer.

Get Outlook on your mobile device

Clutter
Focus on what matters

Click here for more information on setting up Outlook 365 for your mobile device.
POP3 and IMAP settings for setting up e-mail on your mobile device or from your e-mail program on your home computer. To see this page, click on Settings (the gear on the top-right portion of the page), Mail (located under My app settings) and then click on POP and IMAP. You can use the settings listed below for customizing your own e-mail program.

Note: If you need assistance setting up e-mail on a specific mobile platform, please contact the Olympic College Help Desk at helpdesk@olympic.edu and request documentation.