How to access your Office365 account

1.) From the North Central State homepage, click on 'CURRENT STUDENTS' in the top right corner:

FUTURE STU → CURRENT STUDENTS   WHY NCSC   VISIT/APPLY   ≡ MENU

2.) Select the Student Email & Office 365 box

Student Email & Office 365

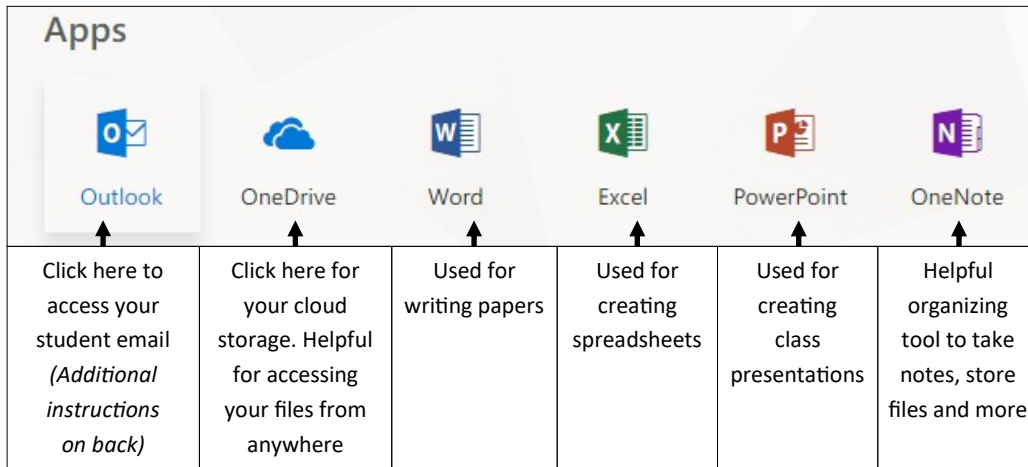3.) Enter your North Central State Email address, click 'Next', Enter your password, click 'Next':

Your email is address is your North Central State Username followed by '@mail.ncstatecollege.edu'
Username: 1st 5 letters of last name, 1st initial of first name, 1st initial of middle name, 2 digit birth month, 2 digit birth date
Password: 1st 2 letters of first name capitalized, last 4 digits of Social Security Number, 1st 2 letters of last name lowercase

This is the only login where you will use something other than your username

4.) From this screen, you will have full access to the Microsoft Office software:

Apps

Outlook	OneDrive	Word	Excel	PowerPoint	OneNote
Click here to access your student email *(Additional instructions on back)*	Click here for your cloud storage. Helpful for accessing your files from anywhere	Used for writing papers	Used for creating spreadsheets	Used for creating class presentations	Helpful organizing tool to take notes, store files and more

5.) You may also install Office on up to 5 devices, including smartphones and tablets by clicking   Install Office ∨
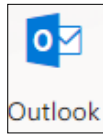
Be advised that you will need to have administrative rights to the computer to install Office. If you are using a laptop provided to you by your high school, you will not be able to install Office. However, you will be able to access the online versions of the Office software

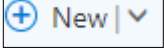# How to access your Office365 student email account

1.) From the list of Office apps, click the icon:

2.) For Time zone, select '(UTC –05:00) Eastern Time (US & Canada), the 22nd option on the list, then click Save

3.) Once your inbox pulls up, click on to create a new email

4.) In the 'To' section, type *sgeorge@ncstatecollege.edu*

5.) In the 'Add a subject' section, type *My Email Works*

6.) In the message section, this is your chance to ask any question you want, tell me a joke, ask a riddle...whatever you want! The main purpose of this is letting me know you have access to your student email works. It is essential you check your student email every day as it is the primary way the college will attempt to get in contact with you.

7.) For all official requests like adding or dropping a course, the request must come from your student email account. Email requesting to be added to, or dropped from, a class that come from your personal email will not be able to be processed.