January 5, 2017

Dear students,

We're excited to announce that, beginning spring semester 2017, student email accounts have moved to Office 365. This cloud-hosted software will make it possible for you to check your email; access programs such as Word, Excel, and PowerPoint; save documents and class assignments; and use apps such as OneNote and Calendar from any location.

Because of the move to Office 365, **you will need to use your complete email address when checking your student email** (instead of only your CGTC student user name). For example, if your email address is jsmith1@student.centralgatech.edu, you will type the *full email address* into the **User name:** field in the Microsoft Outlook Web App.

Passwords:
- For new students that have never changed their password: Enter your birthday in MMDDYY format. For example, if your birthday is June 1, 1985, you will enter 060185 in the password field.
- For students that have already changed their password: Your password will be the same that you use to log into the Student Portal or onto computers on campus.

(Please note that if you reset your password, it can take up to 30 minutes to change in the email system.)

If you haven't already checked your email, please do so as soon as possible. We will send important information to you throughout the semester so it's important that you check your email frequently. To access your email, go to www.centralgatech.edu and click the MyMail icon.

If you have any questions or need help accessing your student email, please visit the Academic Success Center in Warner Robins (room C-101), Macon (room D-124), or Milledgeville (room A-121). You can also contact the Communications Center at (478) 988-6800.

Sincerely,
Central Georgia Technical College