Office365

Your Citymail account is running on the Microsoft® Office 365 platform. This Microsoft® Office 365 platform delivers the tools you need to prepare coursework, create sophisticated reports and presentations and collaborate over the web – including e-mail, instant messaging, online document viewing and editing. Features also include:

- Cloud-based e-mail and calendars.
- 25 GB storage per user for (e-mail and calendars)
- Office Web Apps - Create and edit with these Microsoft applications in your favorite browser:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft OneNote
- Share files and documents with classmates.

With the Office 365 you will now have two separate accounts*

1. **Office 365 account.**
   E-mail - allows you to view and send e-mails, as well as access new Office web apps.
   You can access Office 365 via the Citymail address (https://citymail.ccny.cuny.edu/login.aspx) as the existing Citymail system.
   To reset password all Office 365 (Citymail) users need to use the *'Change Password'* feature in the Password Reset to reset your password. (https://reset.ccny.cuny.edu/)

   Citymail users may also lookup user account information using the Password Reset.

2. **Personal Microsoft account.** – allows you access to *Skydrive, Messenger, Xbox.Live, and other Microsoft services.*
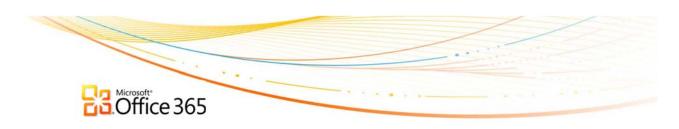   Note that City College does not administer your Personal Microsoft Account. As a result, City College cannot reset the password for you.

   You can use https://account.live.com/ResetPassword.aspx to reset the password for your Personal Microsoft Account after the upgrade.

   To access your Personal Microsoft Account, use your existing username and password to login by going to SkyDrive at: https://skydrive.live.com

If you use Internet Explorer 7 or earlier, you will need to upgrade to a newer version of Internet Explorer.

Microsoft

If you use Outlook to read your e-mail and use Microsoft Office 2003 or earlier, you will need to upgrade to Outlook 2007 or Outlook 2010 to continue using Outlook.

*Please note: *Both accounts (Office 365 and Personal Microsoft Account) will have the same user ID. If you reset the password in one account the new password will not automatically update in your other account.*

Microsoft