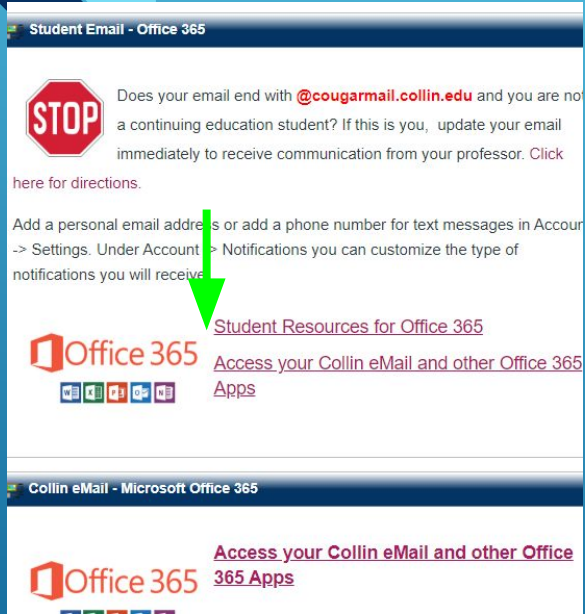


Accessing your Collin Email



Student Email - Office 365

STOP Does your email end with @cougarmail.collin.edu and you are not a continuing education student? If this is you, update your email immediately to receive communication from your professor. Click [here](#) for directions.

Add a personal email address or add a phone number for text messages in Account -> Settings. Under Account > Notifications you can customize the type of notifications you will receive.

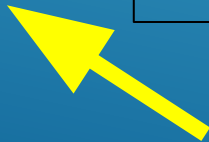
[Student Resources for Office 365](#)

Office 365 [Access your Collin eMail and other Office 365 Apps](#)

Collin eMail - Microsoft Office 365

Office 365 [Access your Collin eMail and other Office 365 Apps](#)

1. On the home screen
2. Click the Access your collin Email (yellow arrow)
3. Go through and set up your account.
4. You can add a personal email address to have emails directed to. (green arrow)
5. <https://www.collin.edu/academics/ecollin/office365currentstudentresources.html>



Email Access

<https://www.collin.edu/academics/ecollin/office365currentstudentresources.html>

Use this link if you need additional help with your email account.

Who do I contact if I have problems with my Collin College email?

- Contact Student Technical Support at (972)377-1777

Who do I contact if I have problems with my Office 365 account?

- Contact Microsoft Office Support at (800) 642-7676

If you have an issue with your Collin College email, you may also email Tech Support at sts@collin.edu.

3. Use your CougarWeb password when asked to sign in

4. In order to complete the process you are required to:

A. Complete the 2-Step Verification Process

B. Change your password

C.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next

Try again
Contact your administrator

5. Once you have activated your collin.edu email and changed your password, this will be your new password to access CougarWeb, Canvas, and your college Outlook emails. *Every time* you change your password, it will be changed for all of these tools.