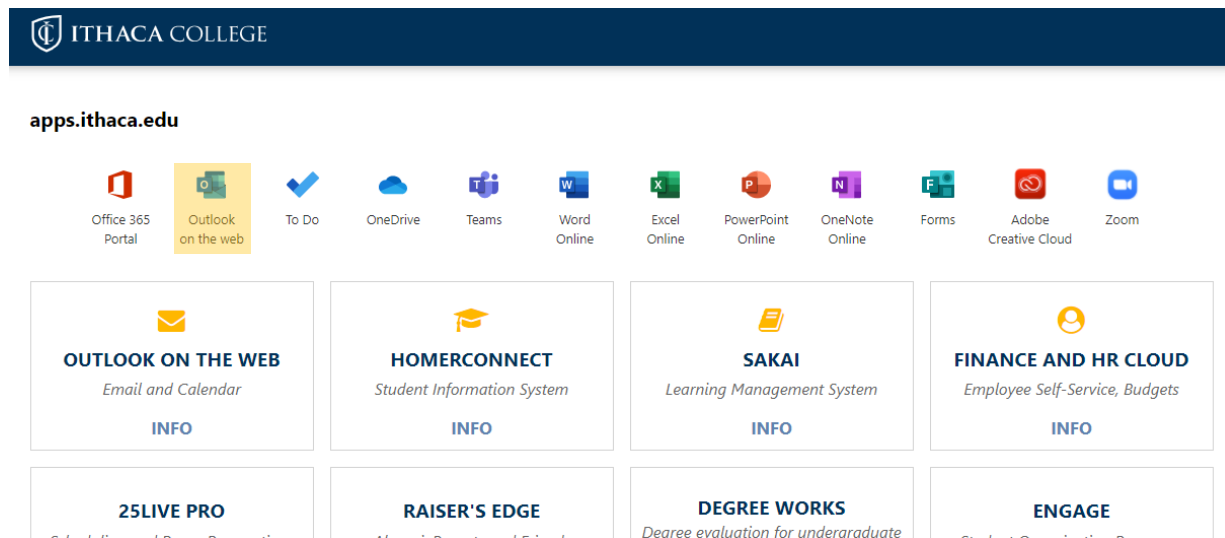
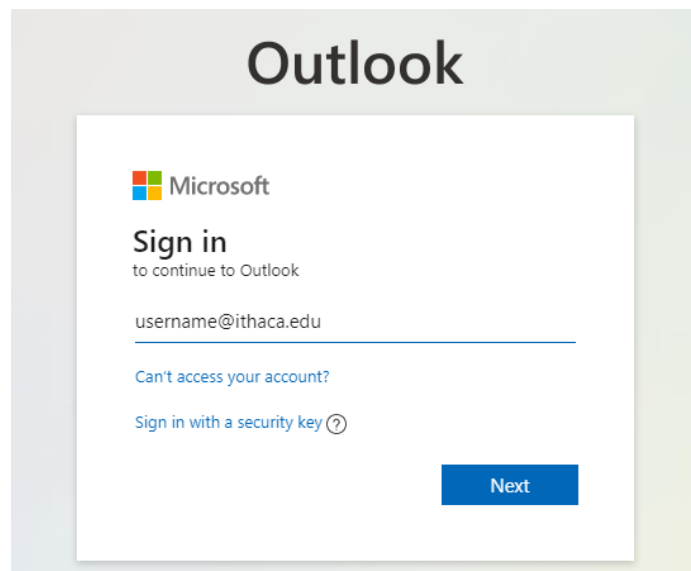


SUZUKI FACULTY MEMBERS – ACTIVATING & ACCESSING ITHACA COLLEGE EMAIL

1. If this is your first time logging into your Ithaca College email account, go to https://www.ithaca.edu/passwords?action=facstaff_activate and enter your HR Cloud Username and the last 6 digits of your employee ID in the fields provided.
 - a. Then, follow the prompts to set your new password and configure your Netpass account.
 - b. During this process, you will be prompted to set up multi-factor authentication (MFA) through Duo. This tool requires an extra authentication step, most commonly done by approving a prompt on your smartphone, when logging into your Ithaca College Outlook email.
 - c. In case you aren't prompted to set up Duo during this process, or if you need to add another device later, follow the instructions regarding how to enroll and set up your device here: <https://ithaca.teamdynamix.com/TDClient/34/Portal/KB/ArticleDet?ID=402>.
2. Once your Netpass account has been activated, your password has been changed, and you have set up Duo multi-factor authentication (MFA), you can log into your Ithaca College email account by navigating to <https://apps.ithaca.edu>.
3. Once on <https://apps.ithaca.edu>, click on the “Outlook on the web” icon, in the top left, highlighted below.



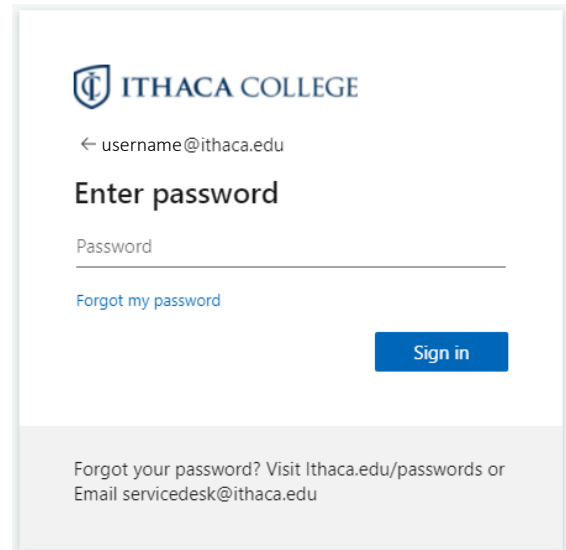
4. When prompted, enter your Ithaca College email address, including @ithaca.edu, as seen below. Then, click “Next”.



SUZUKI FACULTY MEMBERS – ACTIVATING & ACCESSING ITHACA COLLEGE EMAIL

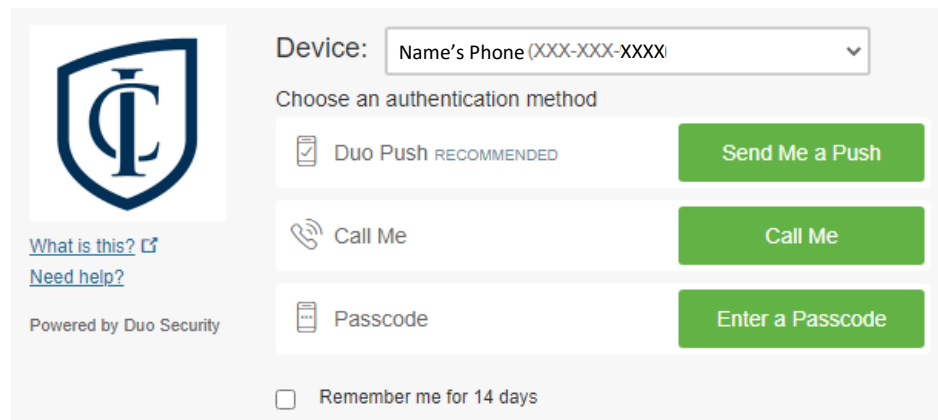
5. When prompted, enter the password that you have set, as seen to the right.

Then, click “Sign in”.



The login page for Ithaca College email. It features the Ithaca College logo at the top left. Below the logo is the text "← username@ithaca.edu". The main heading is "Enter password". There is a password input field with the label "Password" and a link "Forgot my password" below it. A blue "Sign in" button is on the right. At the bottom, there is a link: "Forgot your password? Visit Ithaca.edu/passwords or Email servicedesk@ithaca.edu".

6. You will then be brought to a page, shown below, where you must authenticate your account via Duo using one of these methods:
- Push Notification
 - Telephone Call
 - Entering a Passcode



The Duo authentication page. On the left is the Ithaca College logo and links for "What is this?", "Need help?", and "Powered by Duo Security". On the right, there is a "Device:" dropdown menu showing "Name's Phone (XXX-XXX-XXXX)". Below this is the heading "Choose an authentication method". There are three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom, there is a checkbox for "Remember me for 14 days".

7. After you authenticate via Duo, you'll be brought to Outlook on the web, where you can view your Ithaca College Email, as shown below.

If you have any questions about these instructions or encounter any issues while completing these processes, please contact virtualevents@ithaca.edu.

