Blinn College is partnered with Microsoft Office 365 for education to provide e-mail accounts to future, current and former Blinn students. Existing accounts were transitioned from Live@edu to Office 365 June 1, 2013.

Each student is provisioned an account once their application is complete.

|  |
| --- |
| * To start using your account go to: [**http://outlook.com/buc.blinn.edu**](http://www.outlook.com/buc.blinn.edu) or use the email icon in myBlinn * Your e-mail address is: **Firstname.LastnameLast2digitsBlinnID@buc.blinn.edu** * Your username is - **Firstname.LastnameLast2digitsBlinnID** (ex. ann.smith89) * Your [password](https://password.blinn.edu/) for email and Office 365 is the same as your Blinn password (myBlinn, eCampus, wireless, printing, etc.) * [Mobile Devices and Outlook](http://help.outlook.com/en-US/140/cc325688.aspx) - Use Exchange, Outlook or ActiveSync as the account type and your full email address as the Username and your Blinn password.   + If requested- Exchange ActiveSync server name: outlook.office365.com |

E-mail account does not expire and the Inbox remains active as long as you log in at least once every 180 days.

With this account the student receives free: Microsoft Office, OneNote, Cloud Storage and much more!

To access Microsoft office:

#### 1. Log into  ****[http://outlook.com/buc.blinn.edu](http://www.outlook.com/buc.blinn.edu)****

* Your username is - **Firstname.LastnameLast2digitsBlinnID** (ex. ann.smith89)

#### Your e-mail address is: [Firstname.LastnameLast2digitsBlinnID@buc.blinn.edu](mailto:Firstname.LastnameLast2digitsBlinnID@buc.blinn.edu)

#### 2. Inside the email account, go to the top left hand corner.

#### Clickable Office 365 text

#### Select the box Office 365 and look for an INSTALL NOW link to install on your computer.

#### If you are on campus using a campus computer, select the blue box . You will then see Microsoft Word, Excel, Powerpoint, One Note, etc. Select the item you wish to open.

#### When you are ready to save the item, save to ONE-NOTE. This is a cloud storage that allows you to upload your files from campus computers and continue to work from another computer or location. Do not store sensitive information such as social security numbers, bank accounts, etc.

#### Yammer is a social network that is specific to Blinn. You may choose to create a group for study purposes. When you post everyone who joins the group will see the post so remember this is like FaceBook but inside Blinn College.

#### You may choose to forward your buc.blinn email to another email account. You may do so.

How do I automatically redirect all messages to another account?

1. After you sign in to Outlook Web App, click **Options** > **Create an Inbox Rule**.
2. On the **Inbox Rules** tab, click **New**.
3. Under **When the message arrives**, select **Apply to all messages**.
4. Under **Do the following**, select **Redirect the message to**.
5. Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to doesn't appear, you can enter the e-mail address in the **To** field.
6. Click **OK** to save your selections and return to the new rule window.
7. Click **Save** to save your rule and return to the **Inbox Rules** tab.