

# Logging into your Allen 365 email account

Once enrolled at Allen, you will be given an Office 365 email account that is yours to use as long as you are a student at Allen. Your email account will be <your student ID>@allenc.edu. Your password will be the first four letters of your last name, followed by the last four digits of your social security number.

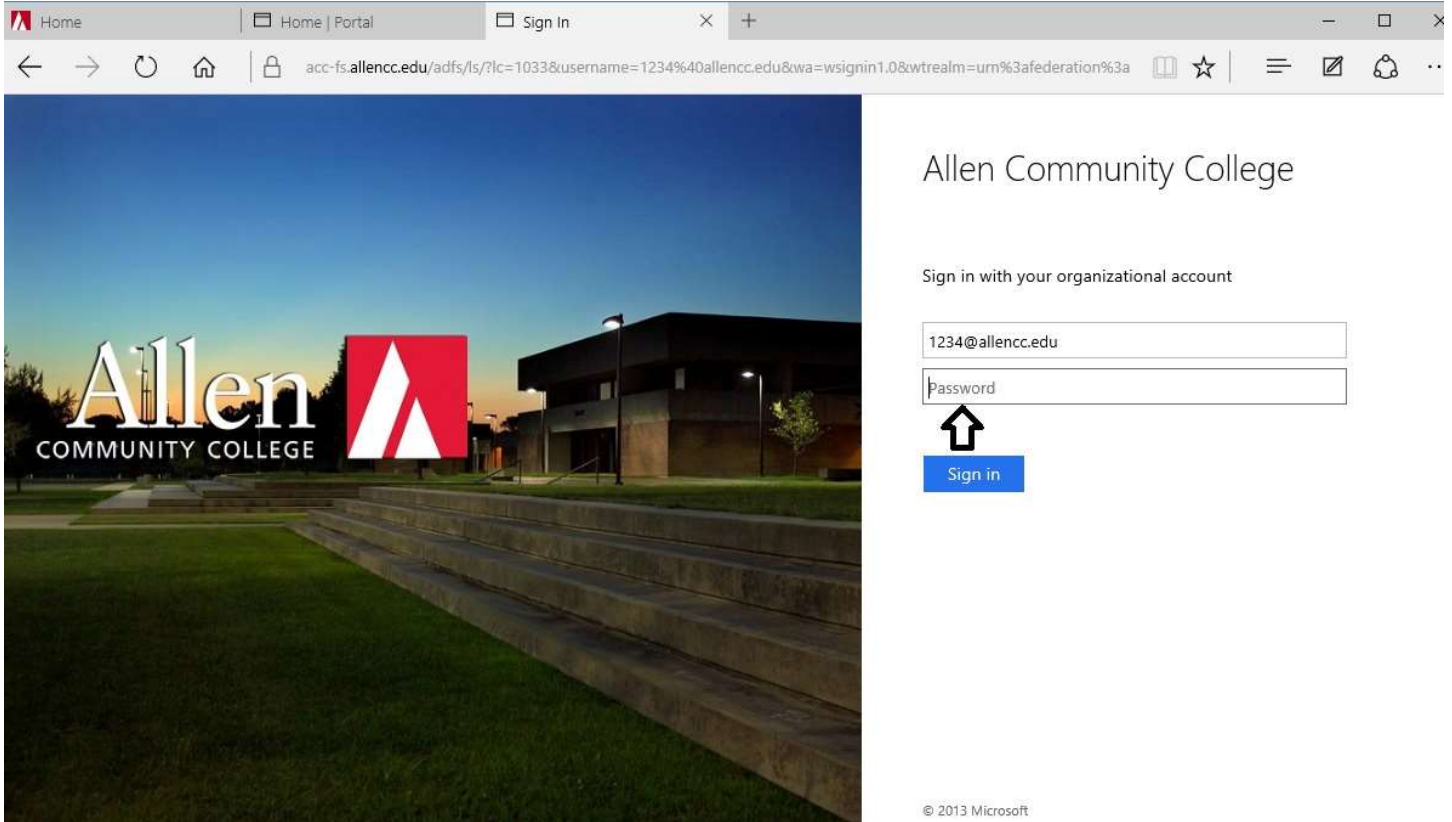
To access your Allen email, first go to our myAllen student portal at <http://my.allenc.edu>.

The screenshot shows the myAllen student portal. The 'Webmail Portal' section is highlighted in the left sidebar. In the main content area, the 'Webmail Portal' section contains two links: 'My Allen mail account (old email system)' and 'My Allen Office 365 account'. A white arrow points to the 'My Allen Office 365 account' link. Other sections include 'Campus Resources', 'Announcements', and a calendar for August 2015.

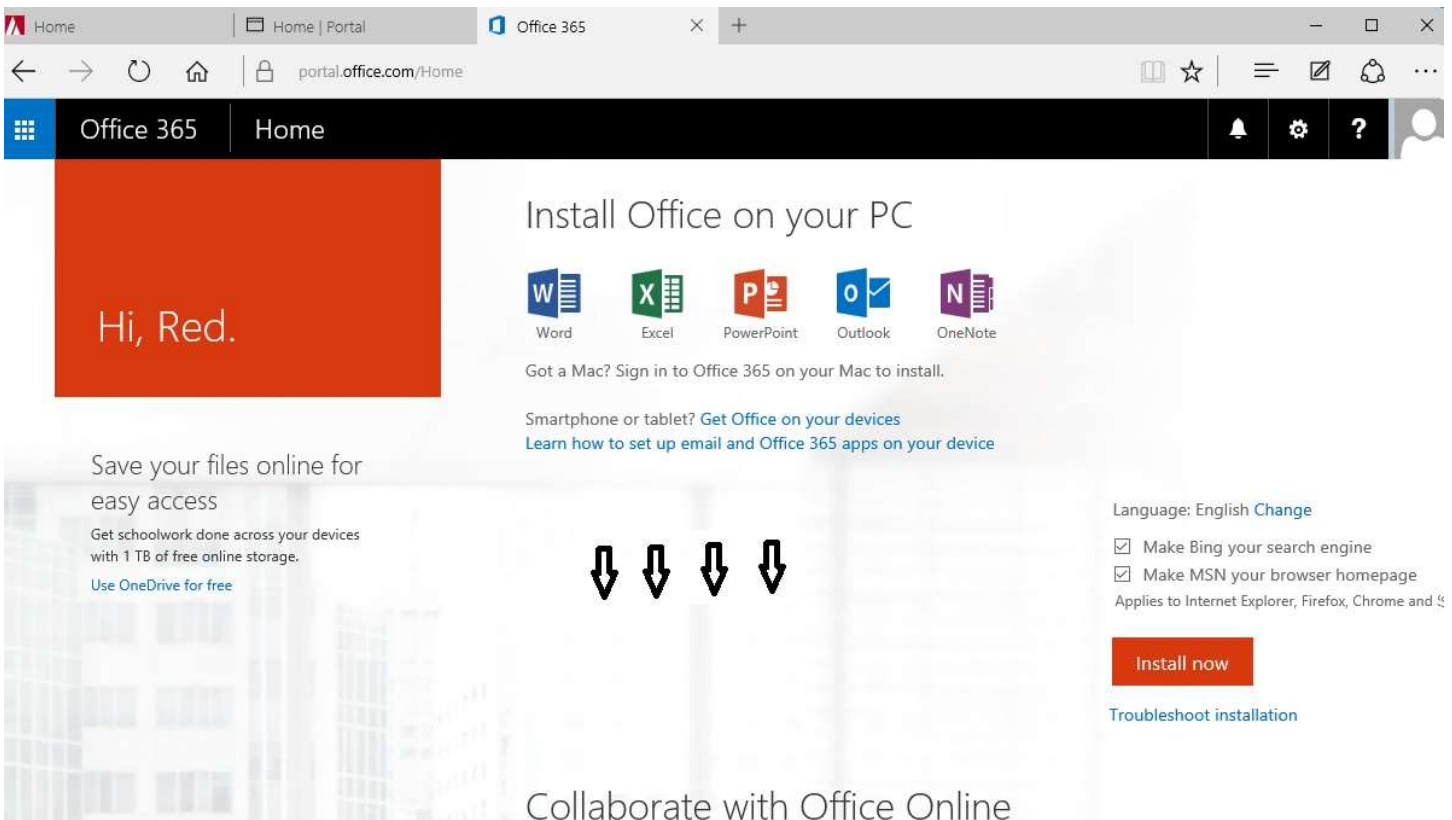
Click on the “My Allen Office 365 account” link. This will open a new window like the one shown below.

The screenshot shows the Office 365 sign-in page. The page features the Office 365 logo and the text "Sign in with your work or school account". The email field contains "1234@allenc.edu" with a white arrow pointing to it. The password field is empty. There is a "Sign in" button and a link for "Can't access your account?".

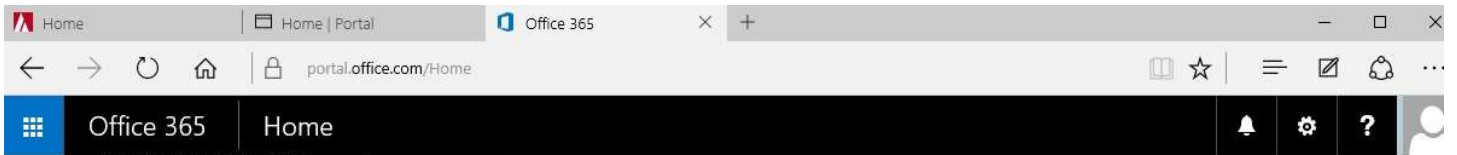
Type your Allen email address in the username field and hit tab, or click on the password box. You will be redirected to another page with a picture of the lola campus like this...



Type in your password and click the “Sign in” button. You will see the Office 365 landing page.



Scroll down to find the link for your email.



Use OneDrive for free

Make MSN your browser homepage  
Applies to Internet Explorer, Firefox, Chrome and

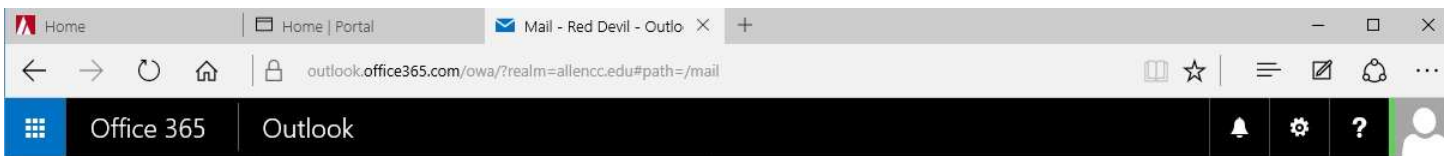
Install now

[Troubleshoot installation](#)

## Collaborate with Office Online



Click the "Mail" icon. You will then see your email page.



**New**

Search Mail and People

Folders

Inbox

Sent Items

Drafts

More

Groups New

Groups bring people together. Join a group or create one.

[Browse groups](#)

[Create group](#)

INBOX

Conversations by Date

All Unread To me Flagged

We didn't find anything to show here.

Select an item to read.

[Click here to always select the first item when you sign in](#)