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.

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

![Windows Security Window]

Type in your student ID number ONLY in the User name field, and your password.

**DO NOT CHECK THE “Remember my credentials” CHECKBOX!!**

Click the “OK” button and you will see the Office 365 landing page.

![Office 365 Landing Page]

Scroll down to find the link for your email.
Click them “Mail” icon. You will then see your email page.