

Student Office365 Account Access and Use & How to Setup Bel-Rea Email on your Mobile Device

A Microsoft 365 A1 student account has been created for you. This account allows you free access to Office 365 applications for the web including apps like Outlook, Word, PowerPoint, Excel and many more.

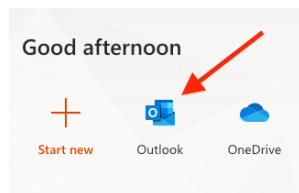
To access your Microsoft 365 account to use your online apps or to check your @belrea.edu email on the web, login using the information below. The first time you log in you will be asked to change your password.

- Go to: portal.office.com

Username: username@belrea.edu

Password: Sent in a separate email or may be requested/reset by emailing sloan@belrea.edu

- To access your email from the portal.office.com website, click on the **Outlook icon**



- You can also access and work on your other Microsoft Office apps like Word, PowerPoint, and Excel from the web portal by clicking on those apps in the portal.
- The documents you create or edit using those online application will be stored in your OneDrive icon

The easiest way to add your new email to your phone will be to download the Outlook app for Apple or Android from your app store and sign in there.

Add Outlook (or other O365 apps) to Apple or Android Device:

- Download the MS Outlook App from your App store on your phone or device (***please note that your access does not include Desktop or Laptop application access***)
- Open the MS Outlook app and follow the instructions to Add an Account using your Microsoft 365 credentials below:

Username: username@belrea.edu

Password: Sent in a separate email or may be requested/reset by emailing sloan@belrea.edu

And, as a reminder, you can always access your email by logging into your belrea.edu website account, clicking on Student My Accounts, and then clicking on the Student Email link

Please contact Stacey Sloan, sloan@belrea.edu, with questions or if you need help.