Alumni Email Accounts in Office 365

ITS offers web-based email accounts, powered by Microsoft Office, for all WCM alumni. This free service is permanent after you graduate from the institution, and is another way to remain affiliated with your alma mater.

Once your account is created, your email address will be your CWID, followed by @alumni.weill.cornell.edu. Once you have received confirmation of your new account from ITS, you can log in at portal.office.com and setup your password and multi-factor authentication information.

Account Setup

1. Go to portal.office.com and click Use another account. Login with the alumni email address and temporary password provided in your confirmation email.

2. You will first be prompted to change your password from the default provided by ITS. Type your default password in the first field, and your new password in the second. Verify your new password in the third field, then click Update password and sign in.

3. Click Set it up now to setup the multi-factor authentication. This will prompt you for verification whenever your account is accessed from a new device.
4. Choose at least one of the following options to set up your contact information:
   a. Click Set it up now to verify your phone contact information. Click Text Me or Call Me to have Microsoft verify the number, then click the Back button on your browser.

   b. Click Set it up now to enter your alternate email information. Click Email Me to have Microsoft verify the address, then click the Back button on your browser.

5. Click Finish. You will be brought to your Office365 home page.