



### 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.

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Mae2001@alumni.weill.cornell.edu

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Update password and sign in

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**.

Don't lose access to your account

 Mae2001@alumni.weill.corn...

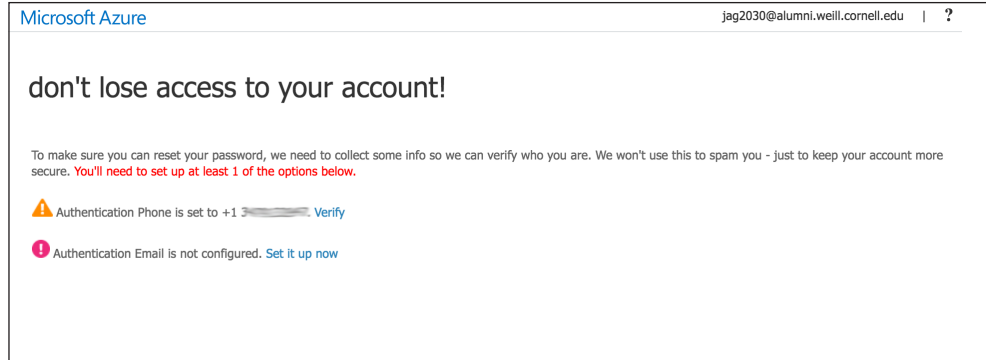
Add information to your account so you don't lose access if you ever forget your password.

Set it up now

[Sign out and sign in with a different account](#)

[More information](#)

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.