How to Access Your MCC Email: Guide to Office 365

The MCC student email system uses a cloud-based application called Microsoft Office 365.

The purpose of this guide is to walk you through the process to access the email system, which you will need to check regularly if you are in a course that uses Blackboard Learn.

Your email address is your MCC username [at] mail.mccneb.edu. So, something like this: username@mail.mccneb.edu

1. Method #1: Go to the MCC MyWay student home page (https://myway.mccneb.edu). You will find a link to the student email. The screen looks something like this:

![MCC MyWay student home page](image)

2. Method #2: Open an internet browser (Mozilla, IE, Chrome, etc.) and enter the following address: https://portal.microsoftonline.com (https://login.microsoftonline.com also works).

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3. Regardless of method used, the next screen should look like this:

4. At this point you need to sign in. The “organizational account” is your email account: username@mail.mccneb.edu.  
   For example, if your username is jldoe, your email address will be jldoe@mail.mccneb.edu.  
   a. Enter your full email address into the box for organizational account.  
   b. **DO NOT** enter anything in the password box. 

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5. The site will redirect to a MCC-specific sign in box. If you are …
   a. On campus:
      Enter your username in the first box
      Enter your password into the second box

   b. Off campus:
      Enter your student email address (jldoe@mail.mccneb.edu) in the first box
      Enter your password into the second box

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6. You should now see the main page of the Office 365 system and have access to a number of applications, (may take up to 48 hours to populate). It should look like this:

![Office 365 main page]

7. Outlook is the name of the email app. Select Outlook from the top menu and you will be taken to your email. It should look like this:

![Outlook email view]
8. From this point the process should be similar to any other email system you use. The favorites and folders display in the left most pane. The incoming emails (the emails sent to you) are listed in the next pane. The reading pane (large pane to the right) allows you to scan your email without opening it. It should look like this:

![Office 365 Email Interface]

9. Double clicking one email will display the entire email in a different window. From that window you can choose to Reply, Forward or Delete the email. You can also you can also delete an email, create a new email, sort, etc. by using the buttons above the list of incoming email.

10. From within Office 365, you can also use the OneDrive app for document storage and sharing. Learn more here.

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Important help tips:

• If you forgot your MCC password or need to change it, use the Password Station (http://mccneb.edu/password).

**MCC will never ask for your password and you should not share it with anyone.**

• If you need help with Office 365 or Password Station, contact the Help Desk at mcchelpdesk@mccneb.edu or 402-457-2900.

• If you need help with Blackboard, contact Blackboard Support at BbLearnSupport@mccneb.edu or 402-457-2769 (9 a.m. – 6 p.m. CST M-F).