

ACTIVATE YOUR ACCOUNT

ACTIVATE YOUR OFFICE 365 ACCOUNT

Please refer to your Eastern username and pin that were sent in your confirmation email

1. Using Chrome, Safari, or Edge Internet browser, go to www.easternct.edu/email
2. Click “Eastern Apps”
3. Enter your email address (username@my.easternct.edu) and temporary password, as determined below:

1st character:

\$

2nd character:

IN CAPS - First character of your email address

3rd - 7th characters:

Last five digits of your Eastern ID

Example: username= **doej**, Eastern ID: **10212345**,

your temporary password would be **\$D12345**

4. You will be prompted to create a new password. Keep in mind the following password rules:
 - a. New passwords **must contain three** of the following four elements: uppercase letters, lowercase letters, numbers, and special characters
 - b. Must be 8 - 16 characters in length.
 - c. Must **not** contain any part of your username
5. Your account is now activated! You may view your email by clicking on the Outlook app in Office 365.