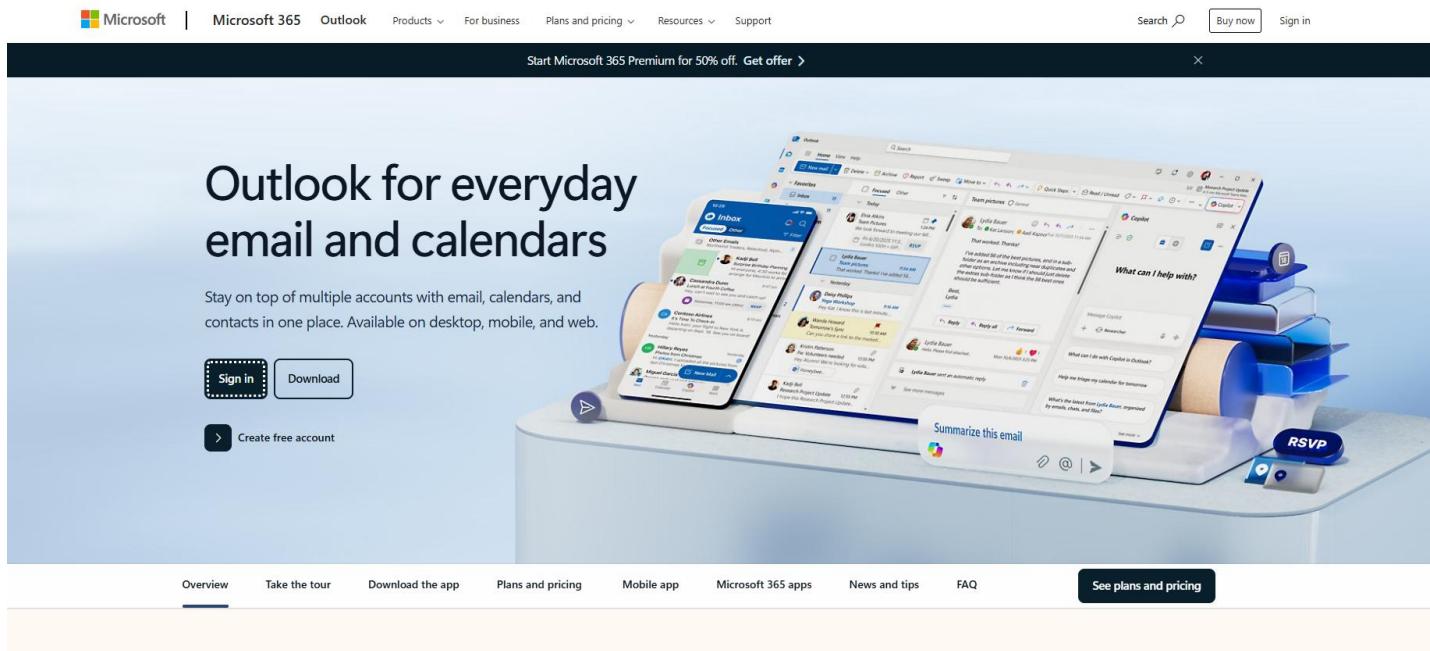
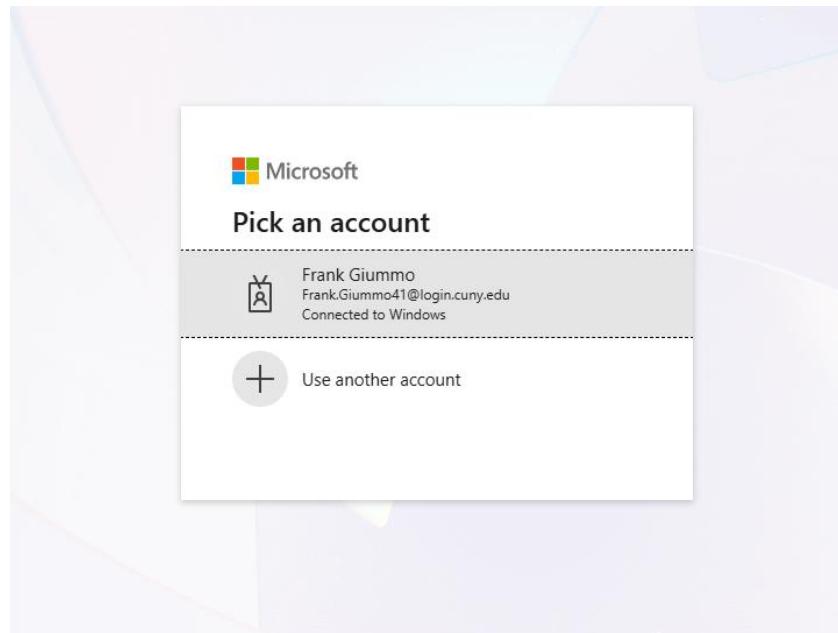


How to sign into Outlook Online using your CUNY login credential in M365

STEP 1: Go to www.outlook.com and click on Sign In.



STEP 2: Type or Select your CUNY login username (yourfirstname.yourlastname## - last two digits from your **EMPLID** (i.e – *John.doe84@login.cuny.edu*)) and then click “Next”





CUNY Login

Log in with your [CUNY Login](#) credentials

If you do not have a CUNYfirst account, see the [FAQs](#).

Username

Password

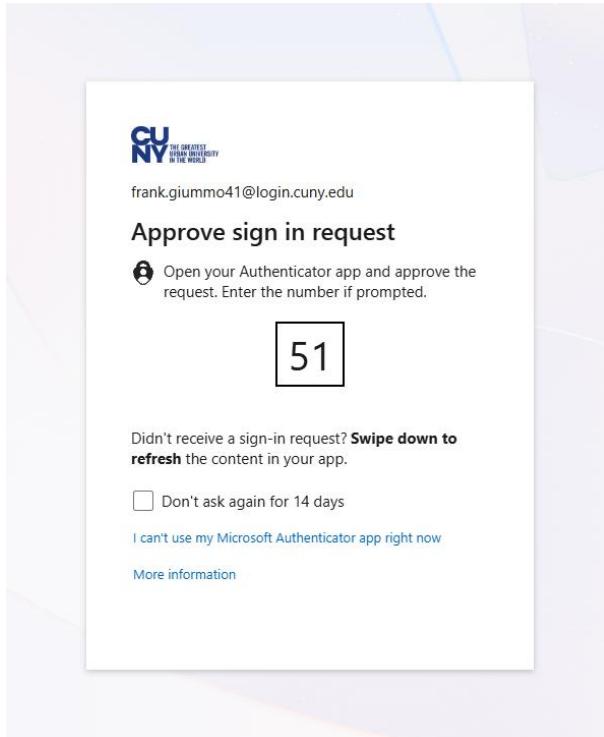
Log in

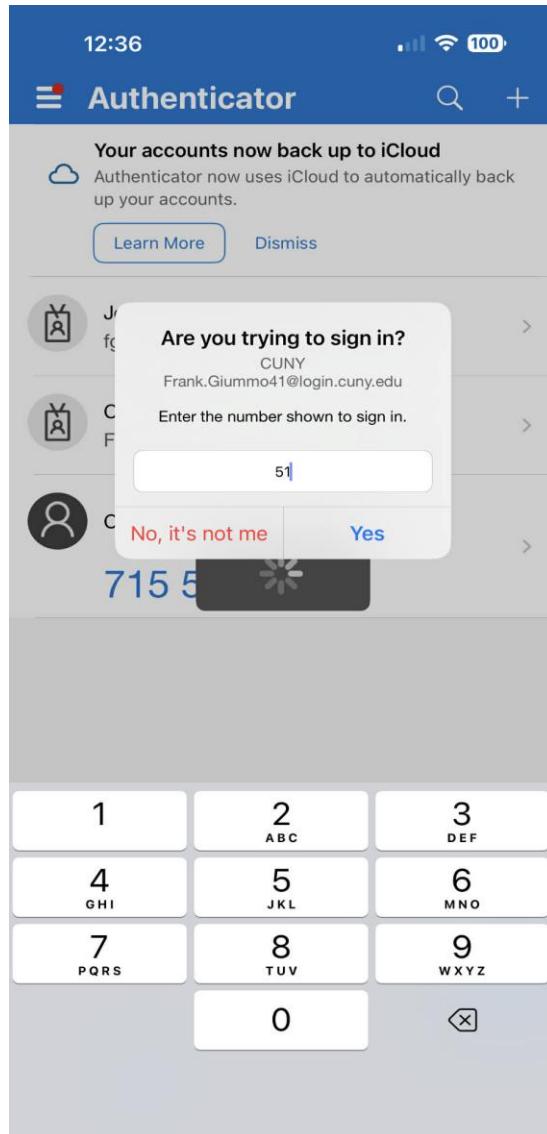
PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

ONLY enter your CUNY Login password on CUNY Login websites (sslogin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

Note: Please do not bookmark this page.

STEP 3: Open your Authenticator app on your phone and approve the request by entering the number shown.

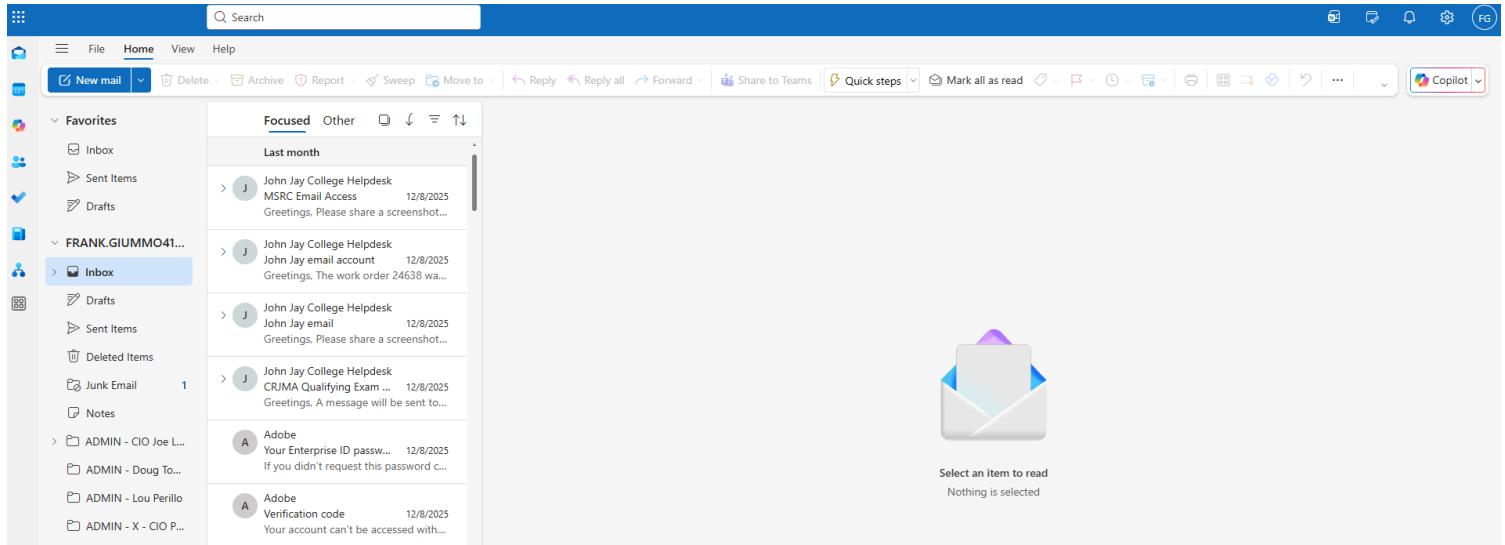




STEP 4: Stay Signed In? Select YES



STEP 5: Welcome to your new Inbox



The screenshot shows the Microsoft Outlook inbox. The left sidebar displays a navigation tree with sections like Favorites, Sent Items, Drafts, and a folder for 'FRANK.GIUMMO41...'. The 'Inbox' folder is selected. The main pane shows a list of unread emails under the 'Focused' tab. The list includes:

- John Jay College Helpdesk: MSRC Email Access (12/8/2025) - Greetings. Please share a screenshot...
- John Jay College Helpdesk: John Jay email account (12/8/2025) - Greetings. The work order 24638 wa...
- John Jay College Helpdesk: John Jay email (12/8/2025) - Greetings. Please share a screenshot...
- John Jay College Helpdesk: CRJMA Qualifying Exam ... (12/8/2025) - Greetings. A message will be sent to...
- Adobe: Your Enterprise ID passw... (12/8/2025) - If you didn't request this password c...
- Adobe: Verification code (12/8/2025) - Your account can't be accessed with...

At the bottom right, there is a large envelope icon with a purple ribbon, and the text: 'Select an item to read' and 'Nothing is selected'.

NOTE: Please contact the DoIT Help Desk (L2.73.00 / (212)237-8200 or helpdesk@jjay.cuny.edu) if further assistance is needed.