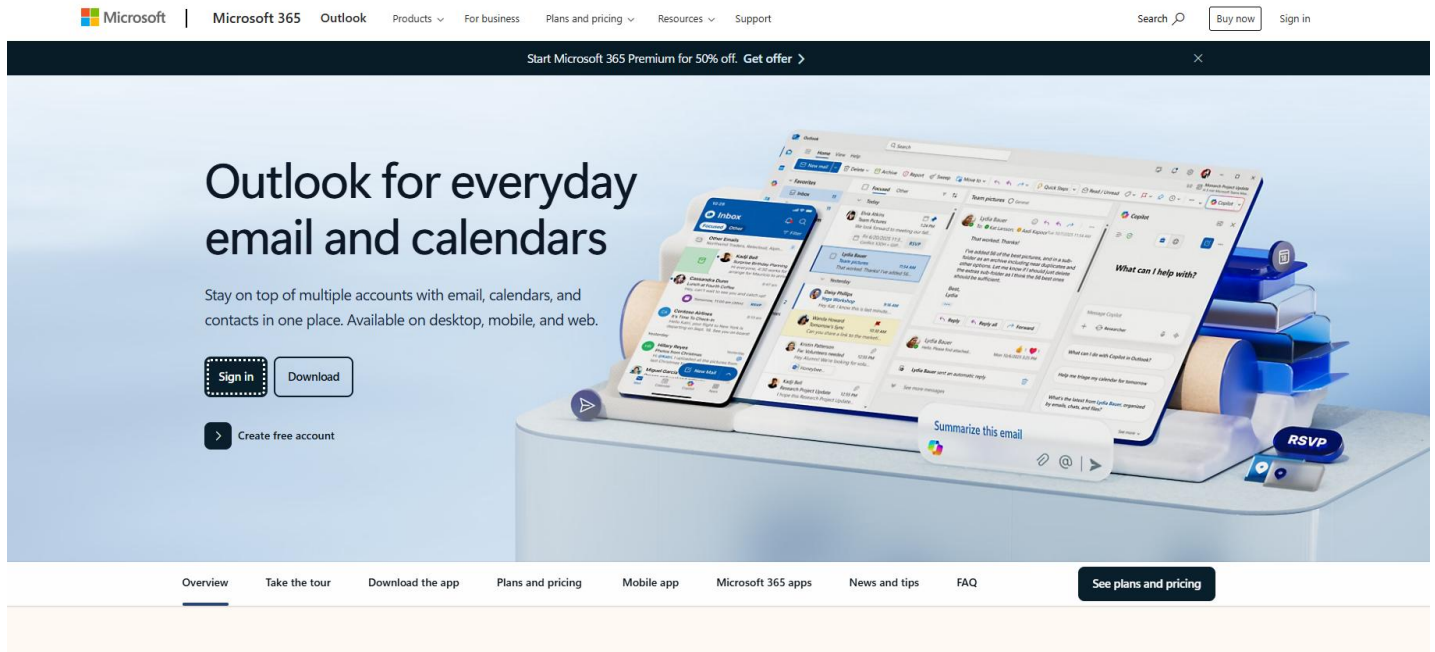
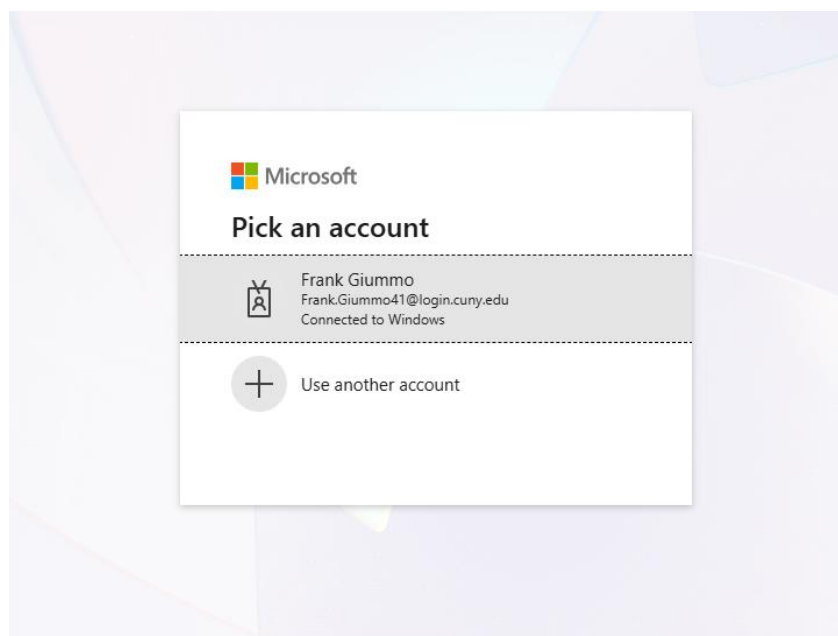


## How to sign into Outlook Online using your CUNY login credential in M365

**STEP 1:** Go to [www.outlook.com](https://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

Frank.Giummo41@login.cuny.edu

Password

\*\*\*\*\*

Log in


[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

### PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.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.



frank.giummo41@login.cuny.edu

**Approve sign in request**

 Open your Authenticator app and approve the request. Enter the number if prompted.

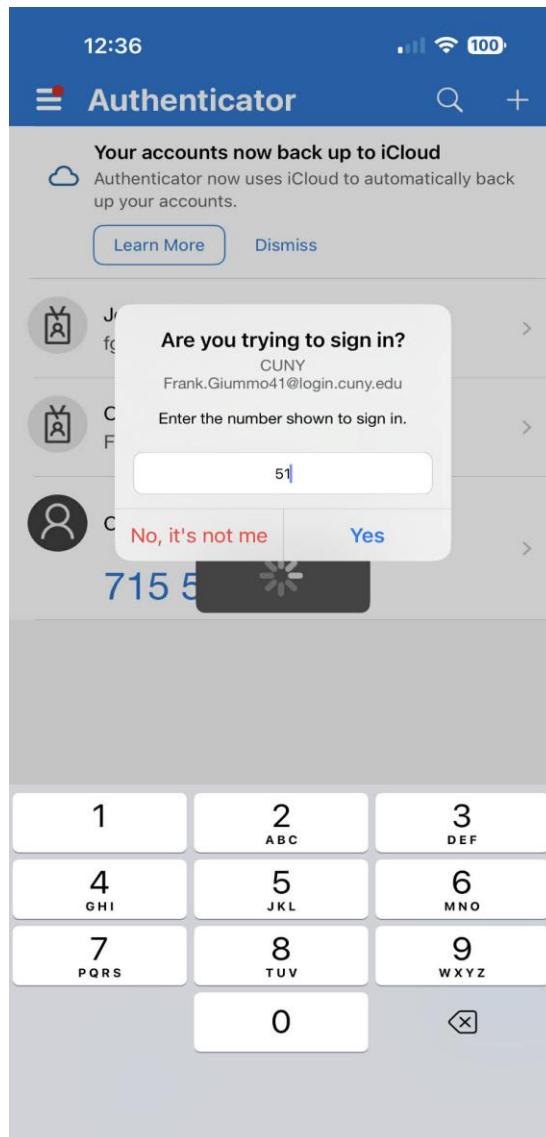
51

Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

☐ Don't ask again for 14 days

[I can't use my Microsoft Authenticator app right now](#)

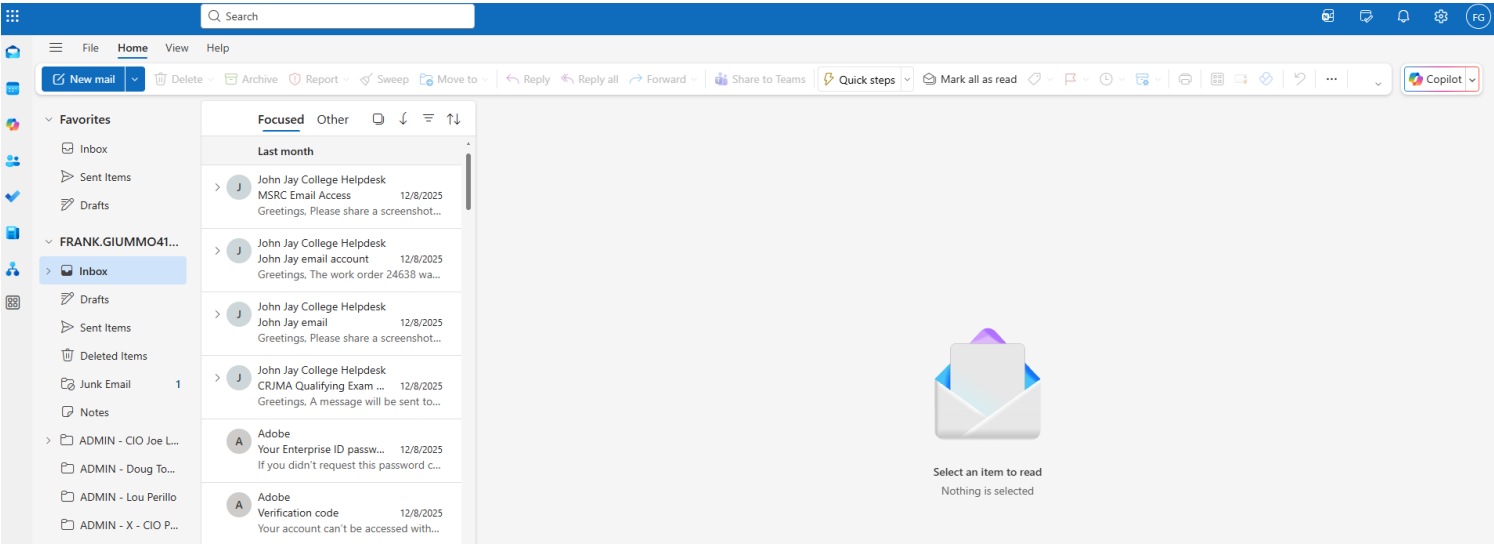
[More information](#)



**STEP 4:** Stay Signed In? Select YES

A screenshot of the 'Stay signed in?' prompt in the Authenticator app. The CUNY logo is at the top left, with the tagline 'THE GREATEST URBAN UNIVERSITY IN THE WORLD'. Below it, the email address 'frank.giummo41@login.cuny.edu' is displayed. The main heading is 'Stay signed in?'. Below this, a message says 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again'. At the bottom, there are two buttons: 'No' (grey) and 'Yes' (blue).

STEP 5: Welcome to your new Inbox



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