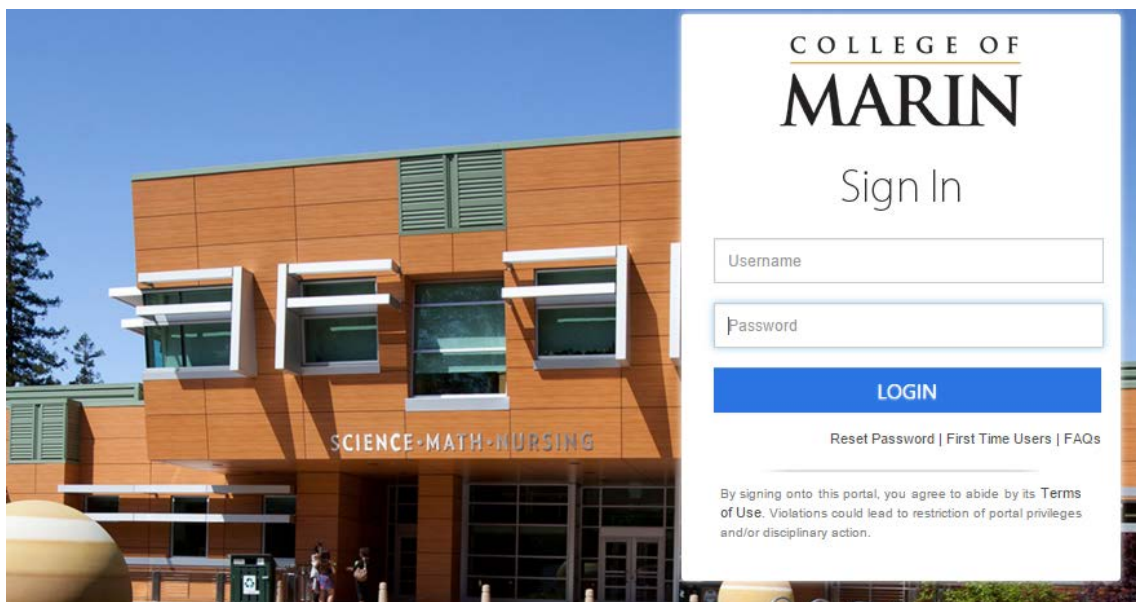# MyCOM Email and Office 365

As a student, employee, or faculty member at College of Marin, your school email is accessed through Microsoft Outlook webmail. College of Marin users also have access to a full suite of Microsoft Office 365 applications including Word, PowerPoint, and Excel. The following guide provides information on how to access your email and Office 365 software through the MyCOM portal.
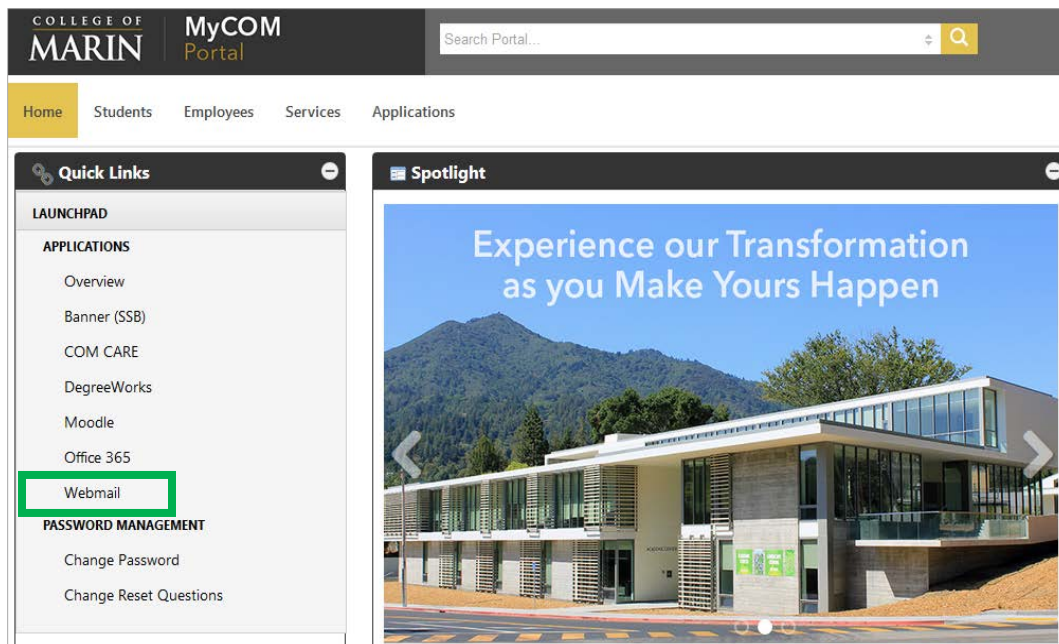
Contents

Accessing MyCOM Email
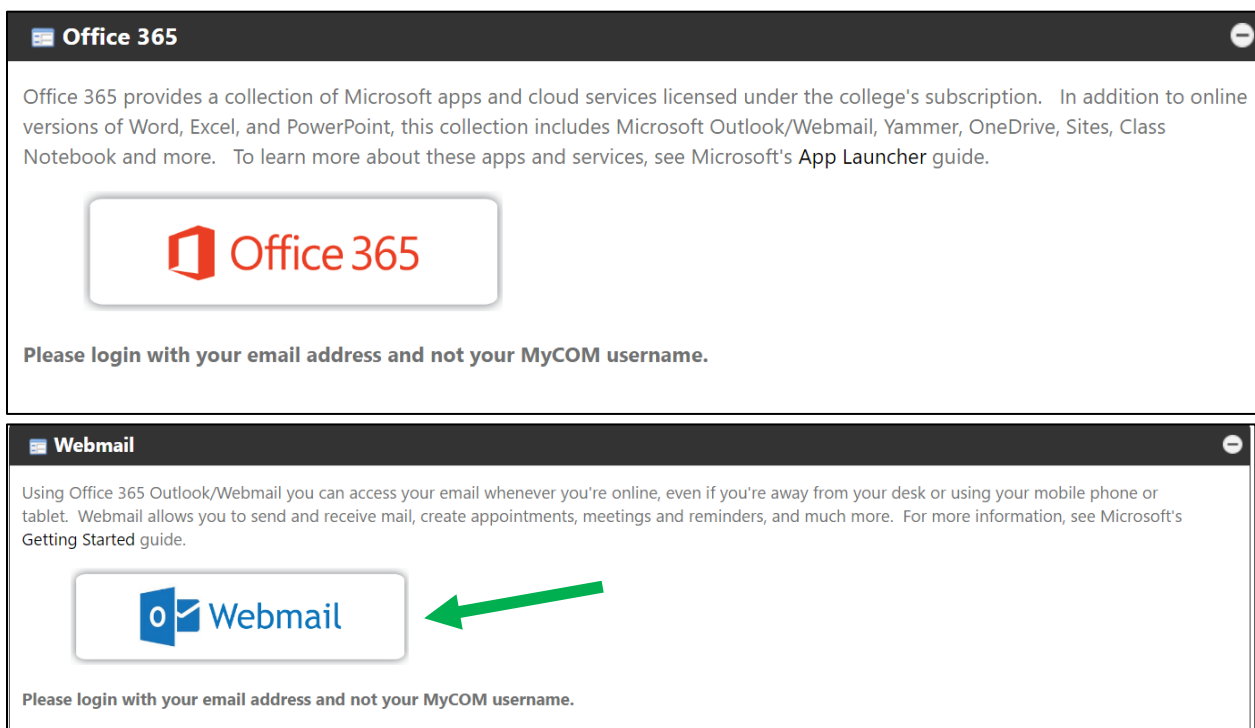
To access your MyCOM email, begin by logging into the MyCOM portal. If you have not previously accessed the portal, follow the instructions in the First Time User Guide.
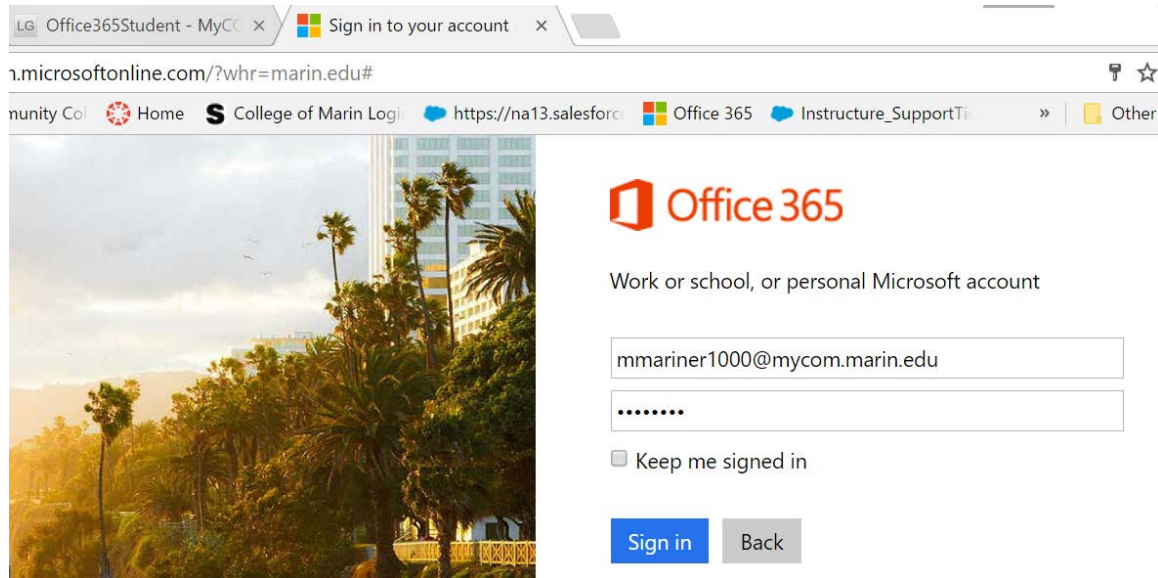
Once you have logged into the MyCOM Portal, use the **Quick Links** located on the left navigation menu to access Outlook and your MyCOM email.
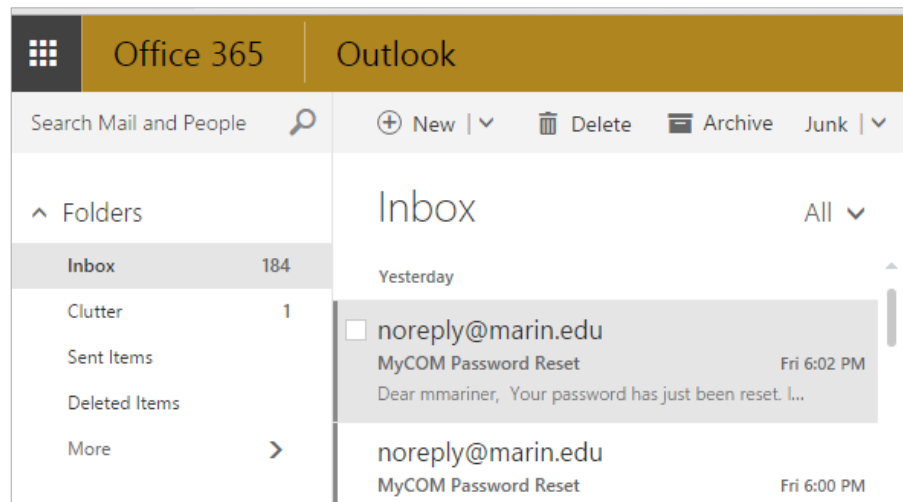

Click the *Webmail* link from the Quick Links block. After clicking the link, you will see the Office 365 screen below. Scroll down to the Webmail link. Click the Webmail icon in the center of the screen.

The Office 365 sign-in screen will open in a new browser tab. **Enter your MyCOM** email address and password in the fields provided. **Note:** Your MyCOM email address is your MyCOM username followed by @mycom.marin.edu (i.e. mmariner1000@mycom.marin.edu)

After clicking the link, you will be directed to your Outlook inbox. For detailed instructions on how to use Outlook, visit Microsoft's guide: [Getting Started in Outlook on the Web](#).

Accessing your Email from Mobile Devices

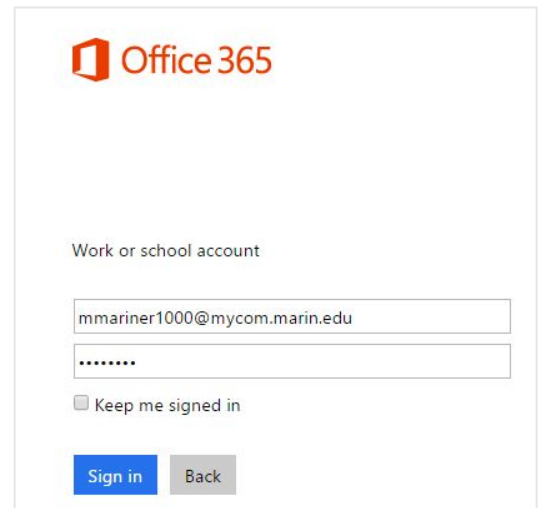You also have option to access email from at the following link: http://outlook.office365.com/ or by installing the Outlook app on your mobile device by. For detailed instructions on mobile device access, view Microsoft's guides Office 365 mobile setup - Help.

To set up the mobile app or to login to Office 365 from a location other than the MyCOM portal, you will need to know your MyCOM email address and the password your MyCOM portal password. You can locate your email address by clicking the "edit profile" link in the MyCOM portal. Click the Account Settings tab to see your profile details and email address.

Student email addresses begin with your portal username followed by @mycom.marin.edu. Faculty and staff email addresses are their portal username followed by @marin.edu

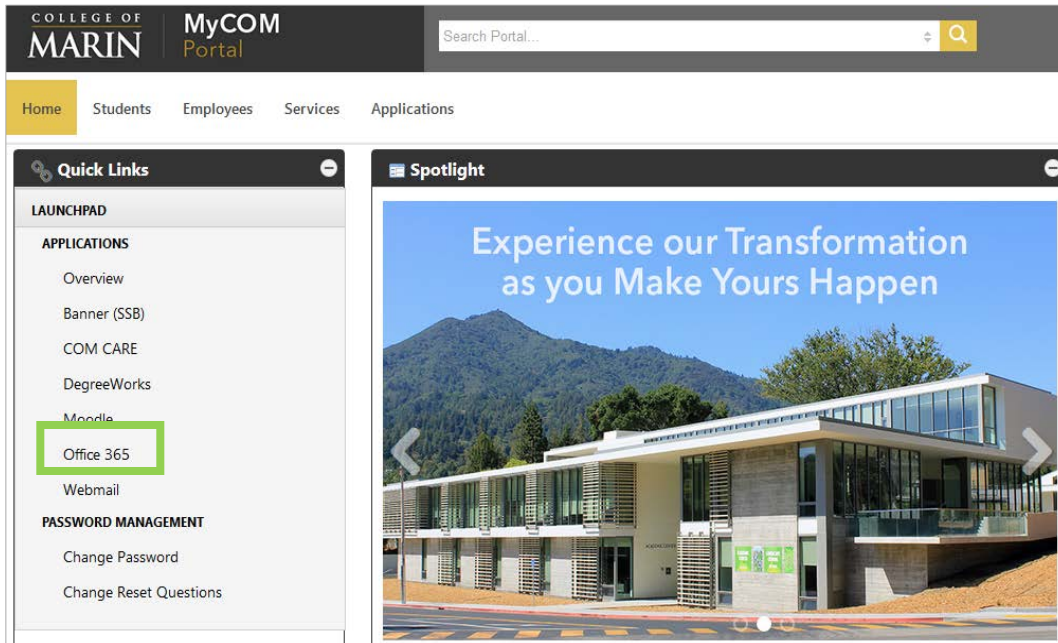Enter your school email address and MyCOM password to access your account into the Office 365 login screen.

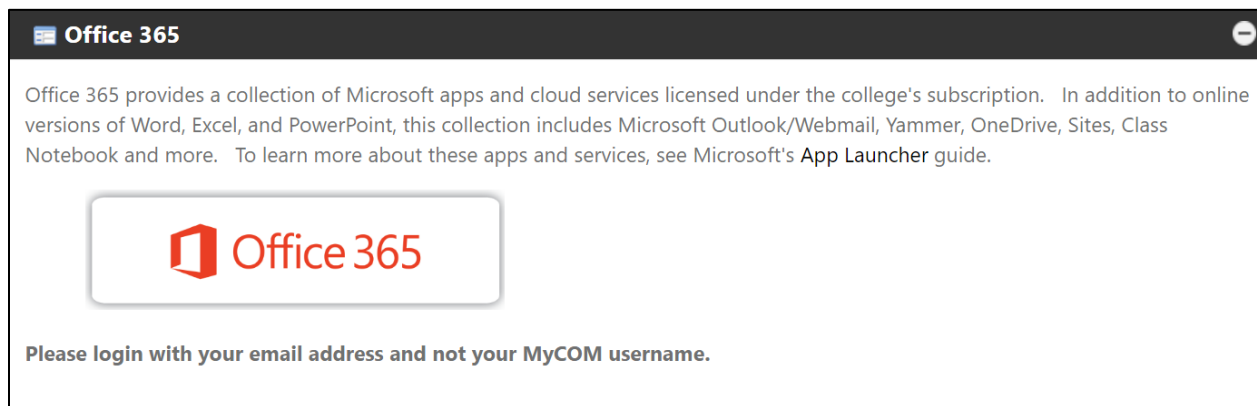If you need additional assistance accessing your email, please contact the Help Desk at helpdesk@marin.edu.
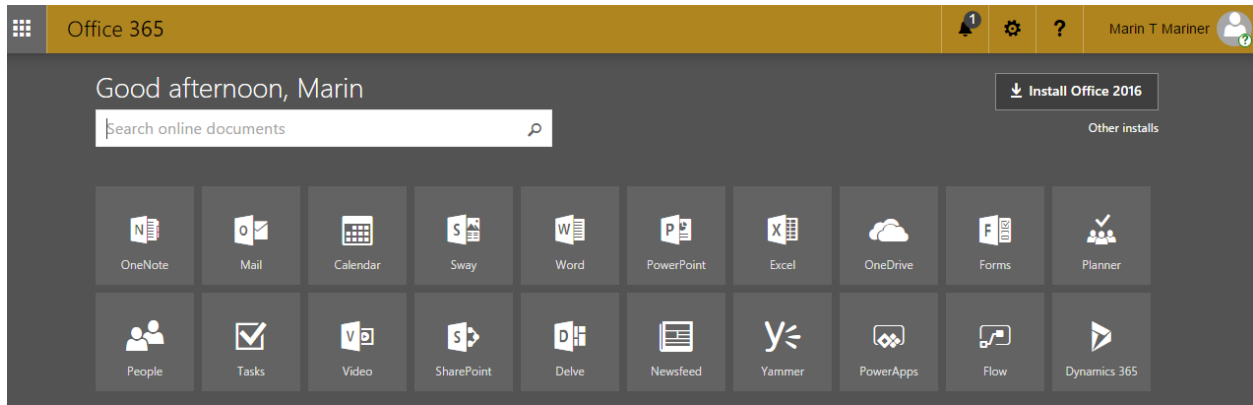
Accessing Microsoft Office 365

In addition to Outlook, you have access to the full suite of Microsoft Office 365 applications and software including Word, PowerPoint, and Excel. To access your Office 365 account, log into the MyCOM portal and click the *Office 365* link located on the left navigation block.

On the next screen, click the Office 365 icon.

You will then see your Office 365 dashboard and tiles for each of the applications you have access to online. Additionally, you will see the option to install the latest version of Microsoft Office onto your PC, MAC, tablet, or mobile device. You can install Office 365 on up to personal devices.

To learn more about installing Outlook and other Office 365 applications on your personal devices log into: http://outlook.office365.com/ and click the install office link a the top of your dashboard.