

How to login in ASA email

User Description

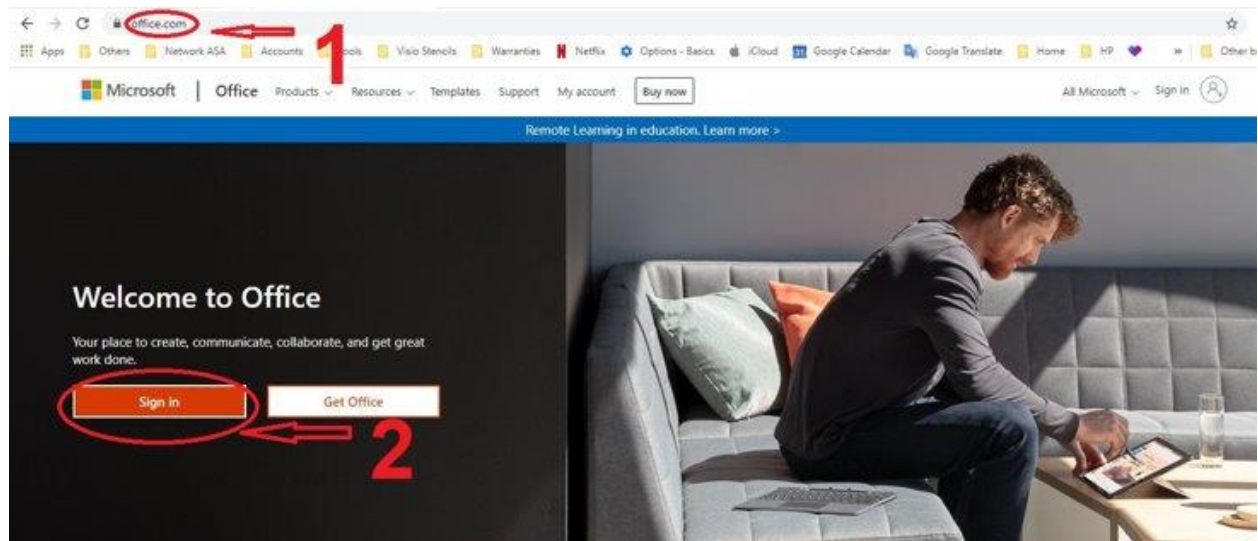
For all students, email's user is firstname.lastname@asa.edu
Example: Johny Walker / Email: johnywalker@asa.edu

Password Description

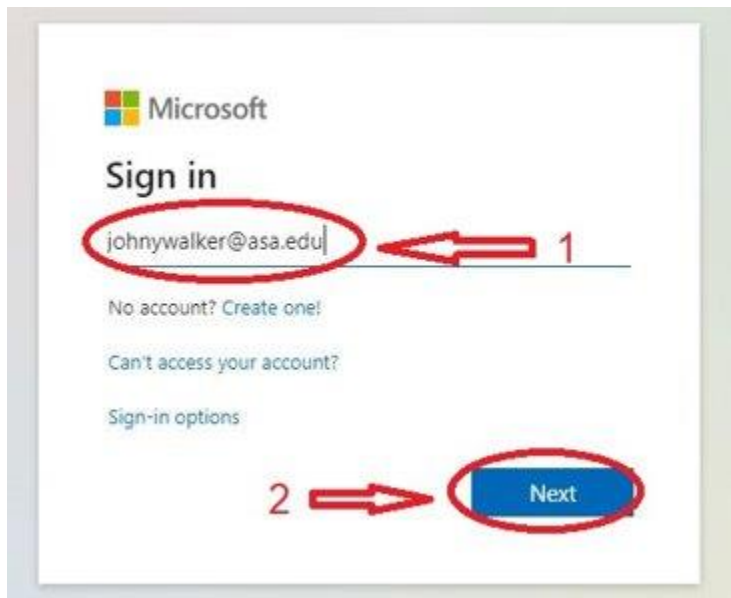
For **new student** email password is: ASA_"Student ID Number"
Example: Student ID: 99999-999 / Password: ASA_99999-999

For **continuing student** the password is: old password + 2020
Example: Old password: 99999-999 / New Password: 99999-9992020

- Open a browser and go to Office.com and Click Sign in



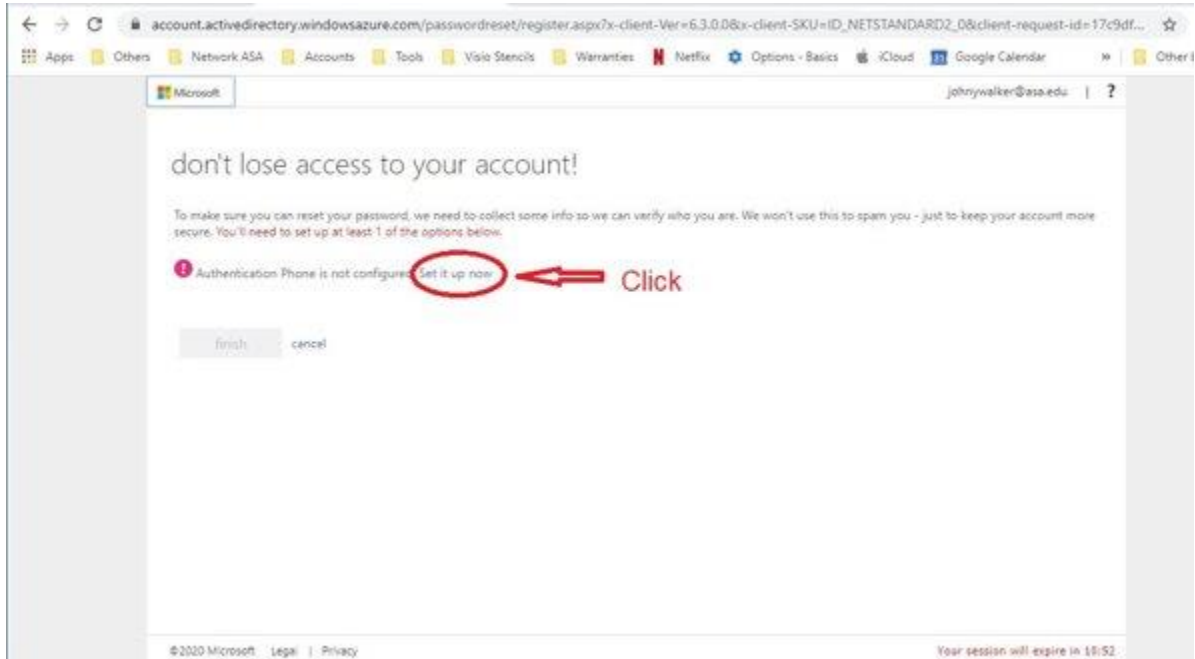
- Put your email and Click "Next"



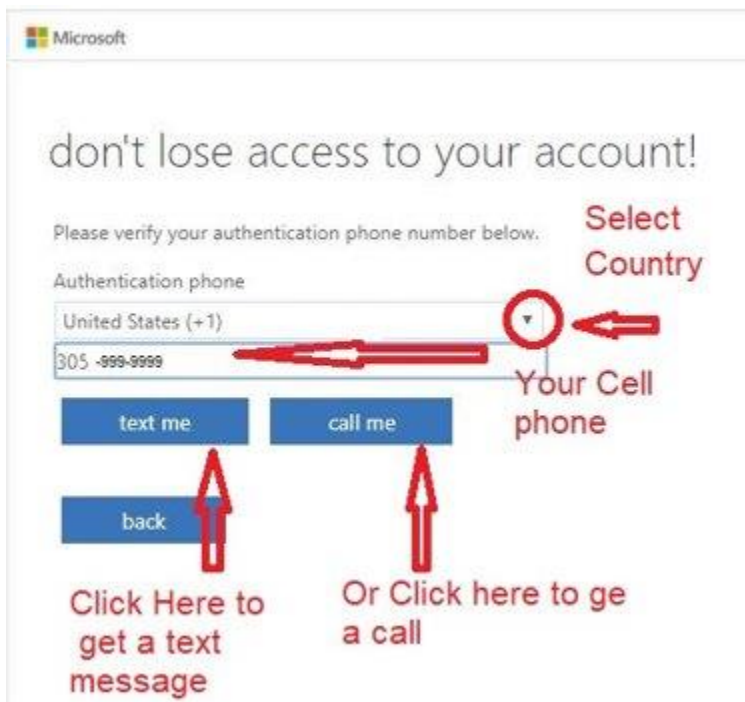
- Input your password, for new student password is : ASA_ "Student ID number"
Example: ID number: 99999-999 / password: ASA_99999-999 and click "Sign in"



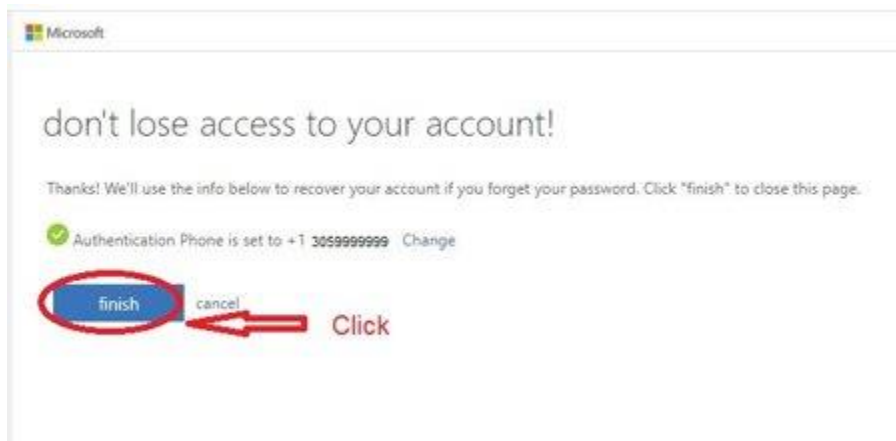
- To set phone authentication Click "Set up now"



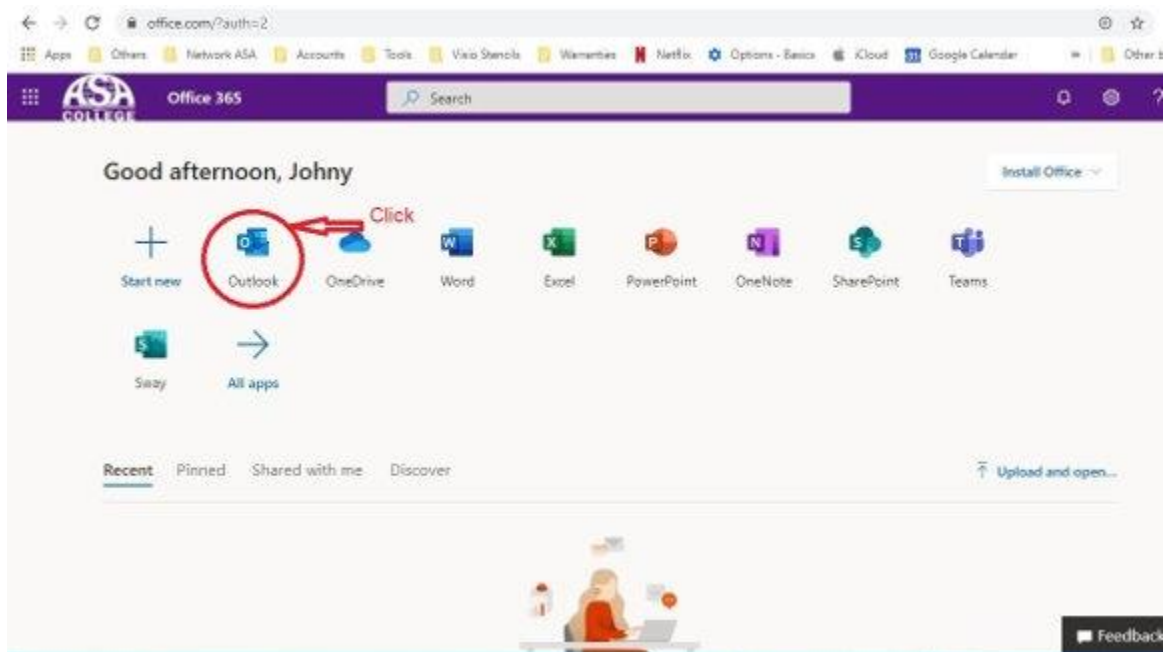
- Select country, enter you cell phone number and click text me or call me to get the verification code in your phone



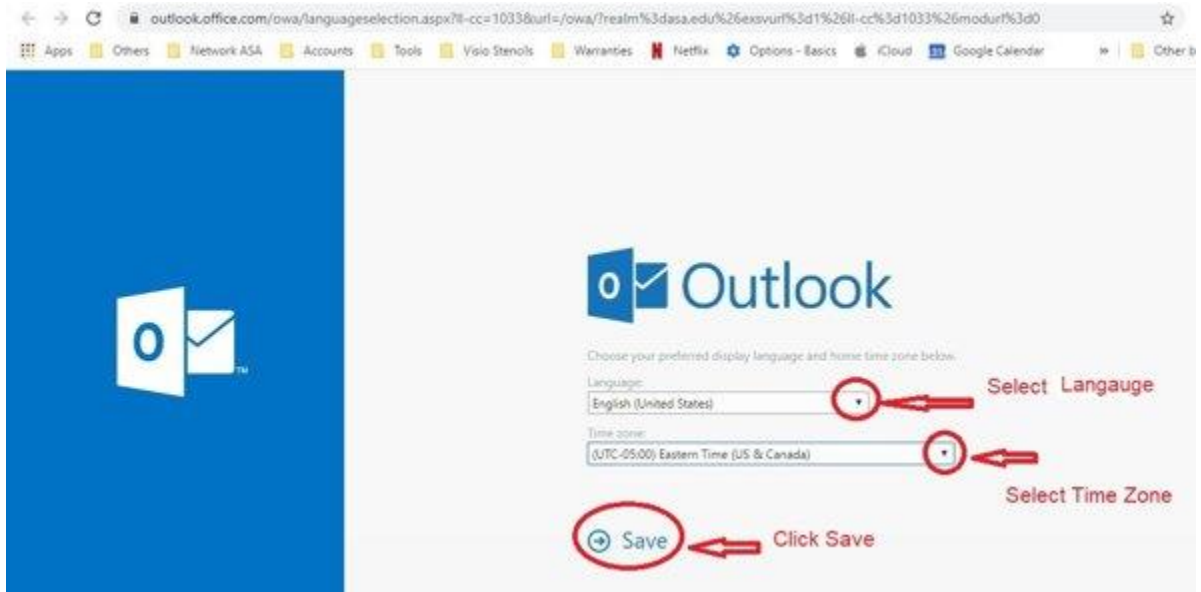
- Click "Finish"



- Now you are in Office 365 to access your email click "Outlook"



- Select Language English USA and Time Zone "Eastern Time (US and Canada)" then click "Save"



- To write and email click "New message"

