

ACCOUNT ACTIVATION INSTRUCTIONS


Office 365 (O365) Activation: Your O365 Eastern email account is the primary source of communication between you and Eastern. Prior to arriving to campus, you will receive emails to inform you about placement testing, housing, financial aid, and registration. Your account credentials are also used to access O365, eWeb (to submit your deposits), Blackboard, and more. **To complete these steps, please refer to your Eastern ID and username, located in the lower right hand corner of your acceptance letter.**

1. Using Chrome, Safari, or Edge Internet browser go to www.easternct.edu/email.
2. Click "Email/Office 365"
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 username
 - 3rd-7th characters: Last five digits of your Eastern ID
 - Example: username = doej, Eastern ID = 10091234, your temporary password would be \$D91234
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.

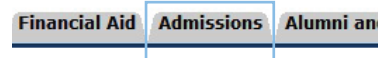
TO ACCESS YOUR EWEB STUDENT PORTAL

Go to easternct.edu/email, then "Eastern Apps"
You will see "SelfService (eWeb)" at the top of the list

Applications

 SelfService (eWeb)

In eWeb, you may access the **Admissions** tab, where you'll see options to pay your deposits and view your transfer course evaluation (if applicable).



Please be sure to check your email at least once a week throughout the enrollment process.

Scan here for instructions to add your Eastern email account to your smart phone!



QUESTIONS?

Call the ITS Help Desk at (860) 465-4346 and press Option 2.
The ITS Help Desk is available Monday - Friday between 8 a.m. - 5 p.m.