

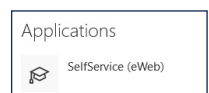
ACCOUNT ACTIVATION INSTRUCTIONS

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 and housing application), Blackboard, and more. To complete this, 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 “Eastern Apps”.
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 5-digits of your Eastern ID****Example:** username = **doej**, Eastern ID = **10091234**, your temporary password would be **\$D91234**
4. Type a *New Password* in the “New Password” fields utilizing the following password rules:
 - a. New passwords **must contain three** (3) 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.
 - d. Please note: Your password will expire every 90 days. You will receive reminder emails 15, 7, and 1 day prior to your password expiration date. The system remembers your last 8 passwords and will not allow re-use.

To access your **eWeb student portal**, click the “SelfService (eWeb)” application:

You’ll then click the **Admissions** tab, where you’ll see options to pay your deposits, apply for housing, register for classes through Freshman Preference Registration, and more.



To access your **Eastern email** from the “Eastern Apps” page, click the menu icon in the upper left corner, then click “Outlook”.



Your Eastern accounts are now activated!

Please remember your username, email address, and password, as they are your Eastern credentials that you will use to access important information and email throughout your Eastern career. **You will need to know your log-ins at your SOAR technology session, so please be sure to activate your Eastern email account before SOAR.**

Don't forget to check your email regularly!

QUESTIONS?

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