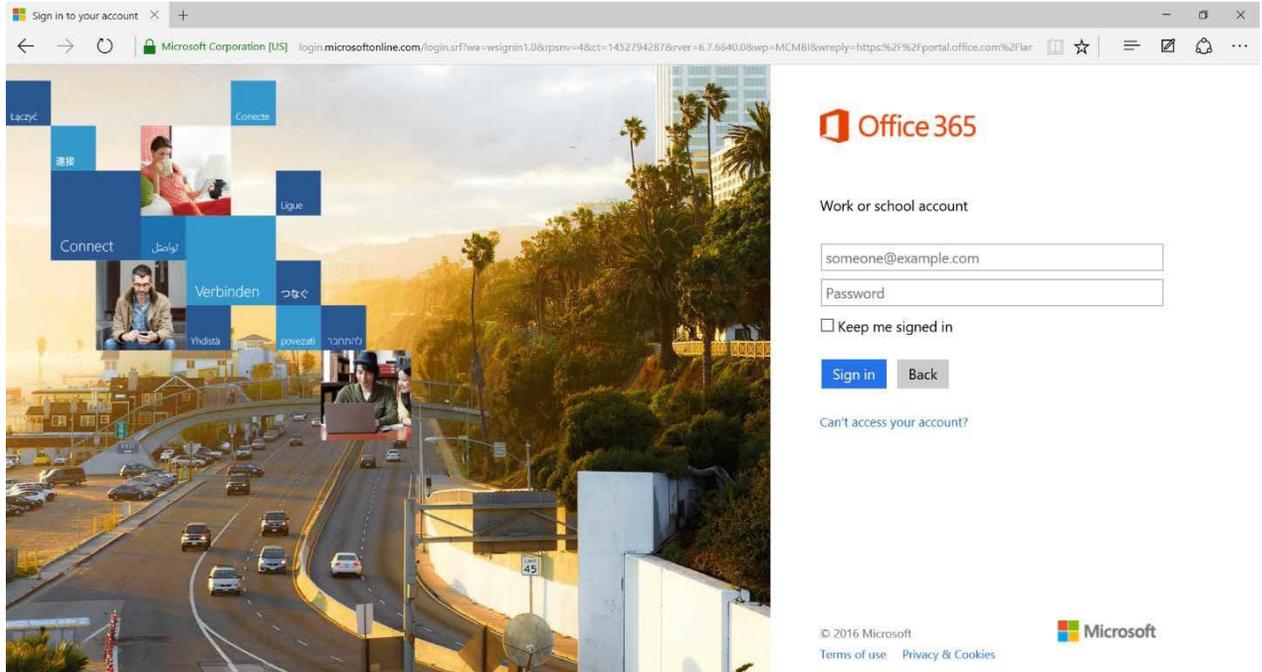
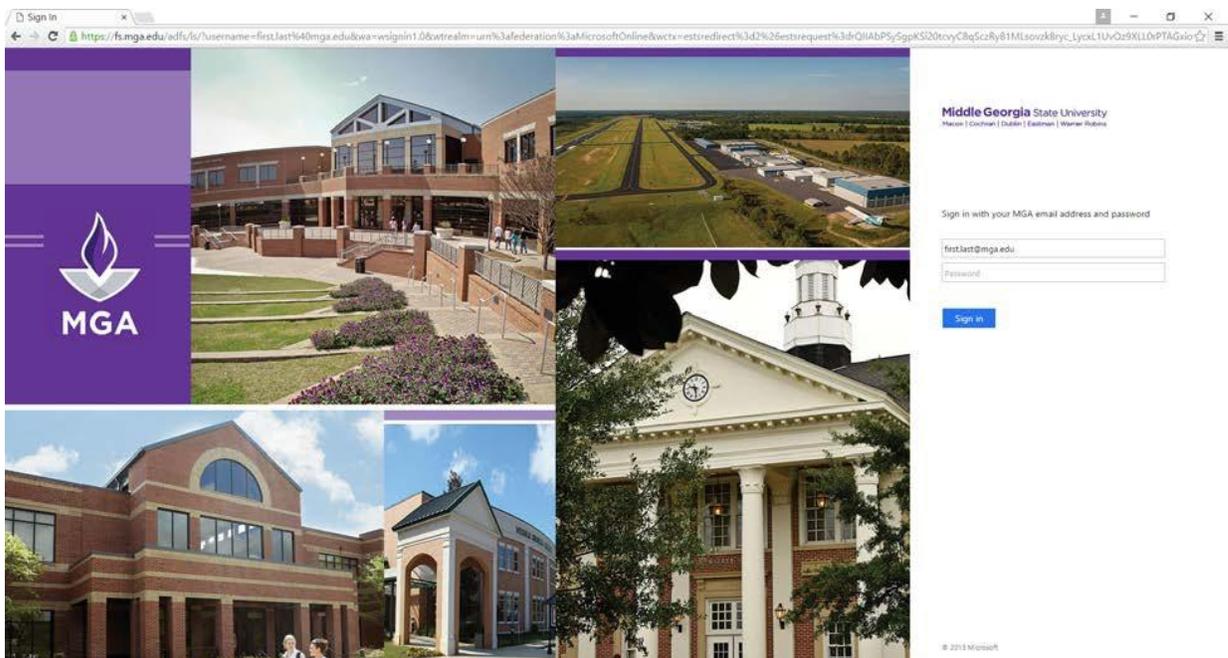


# New Student Login to Office 365

1. Log on to <https://login.microsoftonline.com>

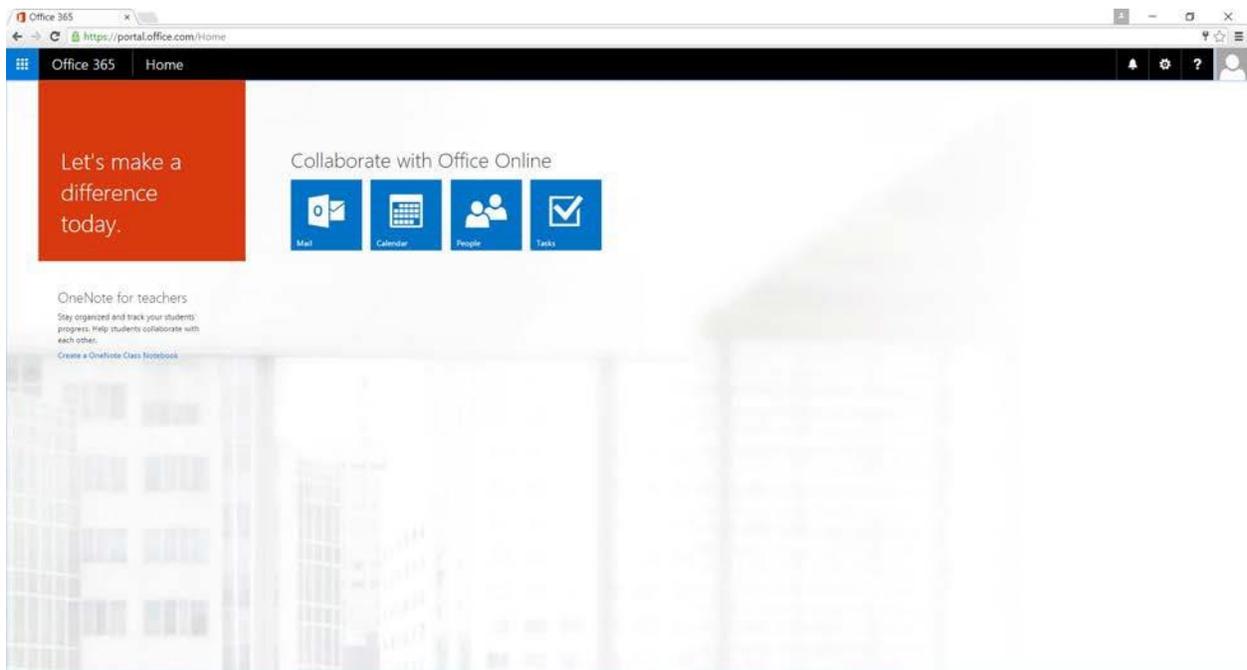


2. Type in your current username (ex: [first.last@mga.edu](mailto:first.last@mga.edu)) and your password.  
(Default email password is P#MMDDYY - 6-digit birthday)  
You will be redirected to the MGA splash page.

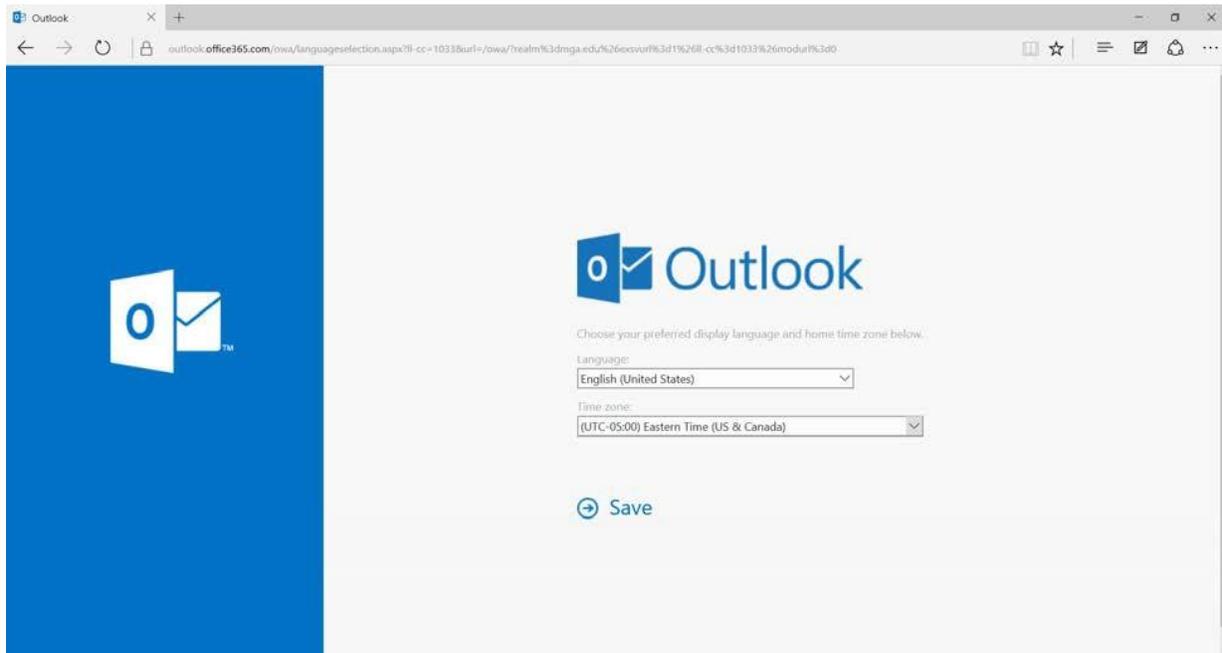




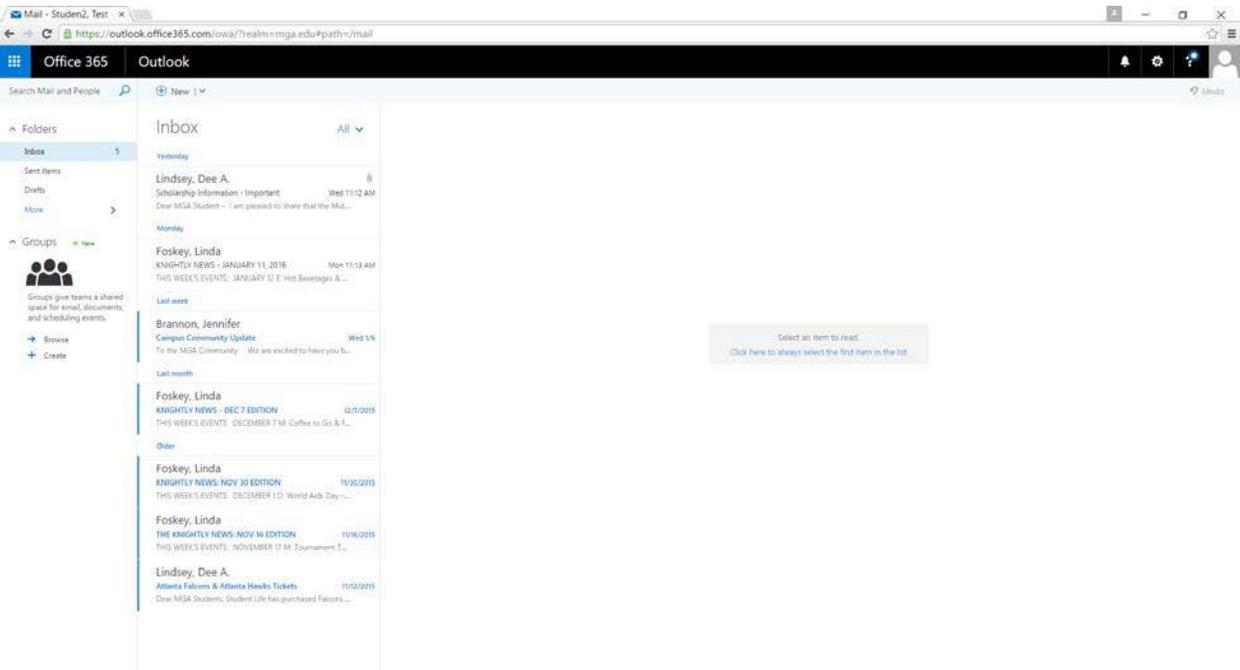
5. You will now be placed into your Office 365 account.



6. Click on the Mail App. On your first login you will be prompted for your Language and your time zone.



7. After selecting this click “Save”. You will now be placed into your mailbox.



If a user is locked out or has forgotten their password then the password reset process is the same as it has always been. Once you reset their password to the generic password assigned you should then direct them to this same process that a new user or student would do.

The direct link for a user to change a password is <https://fs.mga.edu/adfs/portal/updatepassword>.

For external programs and software that you may be using here are the IMAP and SMTP settings. We do not offer POP.

#### POP setting

Access disabled

#### IMAP setting

Server name: outlook.office365.com

Port: 993

Encryption method: SSL

#### SMTP setting

Server name: smtp.office365.com

Port: 587

Encryption method: TLS