

Accessing and Using your Bulldogsmail/Microsoft 365 Account

1. To access your Bulldogsmail/Microsoft 365 account, visit the College's website (www.clarendoncollege.edu) and click on "Student Support," then "Student Office 365 Login." See figure 1.
 - a. You can access your 365 account directly by navigating to "m365.cloud.microsoft." For specifically your Bulldogsmail, navigate to "outlook.office.com."

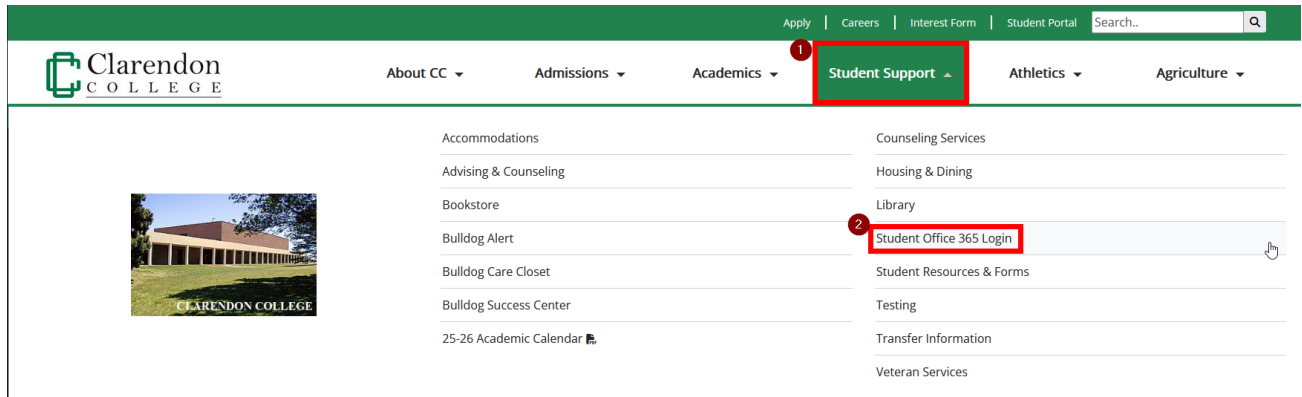


Figure 1. Screenshot of the Student Support Link to the Office 365 information page.

2. Click on "Student Office 365 Login." After clicking on the link, you will be asked to sign in to your Bulldogsmail account. Type in your Bulldogsmail email and press "Next". You will then be asked to sign in using your password. Your Bulldogsmail email address is your student portal username + "@bulldogsmail.com" (e.g., doe.j@bulldogsmail.com). Your password will be the same as your student portal password. See figure 2.

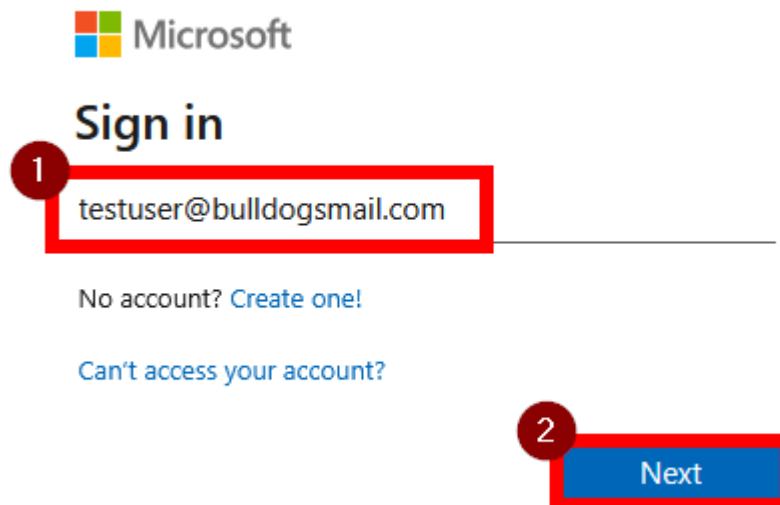
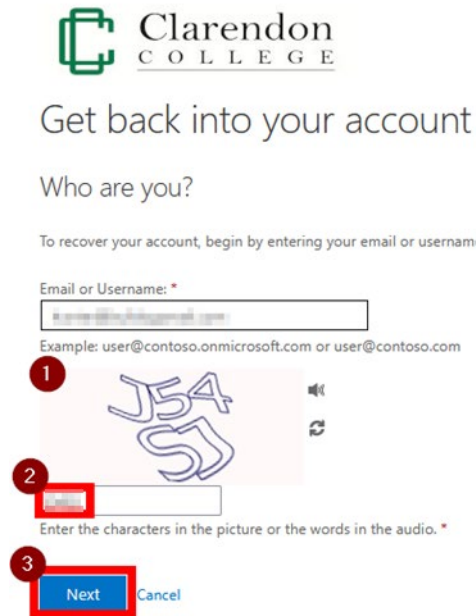


Figure 2.

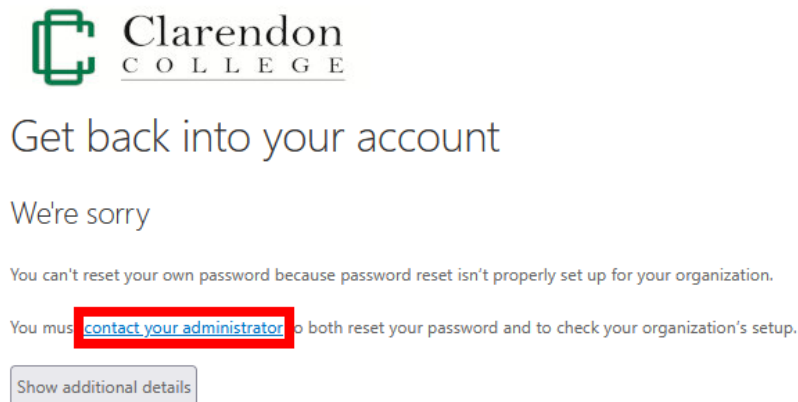
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- a. If you cannot sign in to your Bulldogsmail account, click on “Forgot my password.” Then fill out the authentication information and click on “contact your administrator”. This will create a ticket with the IT department. You can also email studenthelpdesk@clarendoncollege.edu directly to create a support ticket. See figures 3 and 4.



The screenshot shows the Clarendon College logo at the top, followed by the heading "Get back into your account". Below this is the question "Who are you?". A sub-instruction reads: "To recover your account, begin by entering your email or username and the characters in the picture or audio below." There is a text input field labeled "Email or Username: *". Below the field is an example: "Example: user@contoso.onmicrosoft.com or user@contoso.com". To the right of the field is a CAPTCHA image showing the numbers "J54" and "51" with a red circle and the number "1" next to it. Below the CAPTCHA is a small audio player icon with a red circle and the number "2" next to it. At the bottom, there is a "Next" button with a red circle and the number "3" next to it, and a "Cancel" button.

Figure 3. A page showing the text-based authentication method for SSPR.



The screenshot shows the Clarendon College logo at the top, followed by the heading "Get back into your account". Below this is the message "We're sorry". A sub-instruction reads: "You can't reset your own password because password reset isn't properly set up for your organization." Below this is a link that says "You must [contact your administrator](#) to both reset your password and to check your organization's setup." The link "contact your administrator" is highlighted with a red box. At the bottom, there is a button labeled "Show additional details".

Figure 4. A screenshot showing the “contact your administrator” page.

3. If this is your first time signing in, you will then be prompted to set up your Microsoft Authenticator app. Please follow the instructions below. You will need your cellphone and a computer.

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- a. You will see a pop-up saying “Let’s keep your account secure.” Click “Next.” See figure 5.

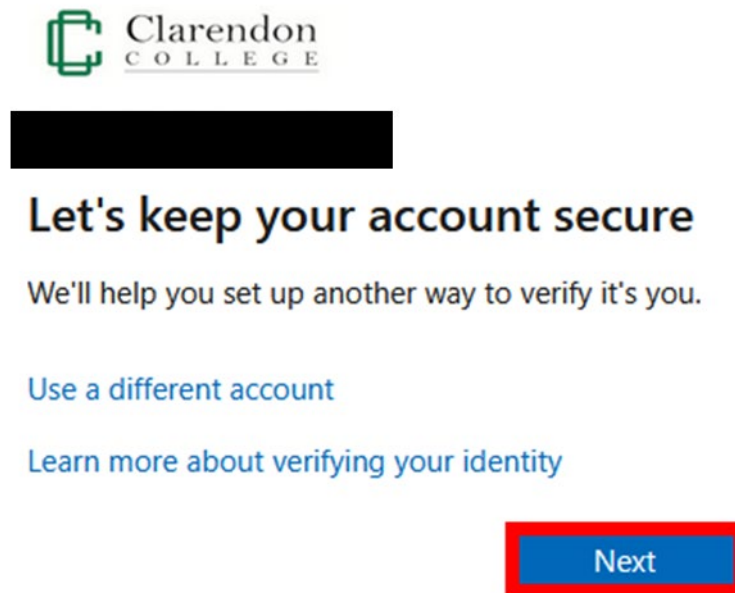


Figure 5.

- b. On your cellphone, download the Microsoft Authenticator App. The app icon will look like Figure 6.



Figure 6.

- c. Open the app. If prompted, allow push notifications to be sent by the app.
- d. Press “Add an account” and select “Work or School Account.”
- e. Sign in with your Bulldogsmail email address and password.
 - i. Open in browser
 - ii. Sign in again
 - iii. Press “Next”
- f. Below the main information on the page, press “Pair your device to this account by clicking this link” (it is in small blue text).
- g. Press allow on any permissions the app may request.
- h. On your computer, click “Next” at the “Start by getting the app” prompt. See figure 7.

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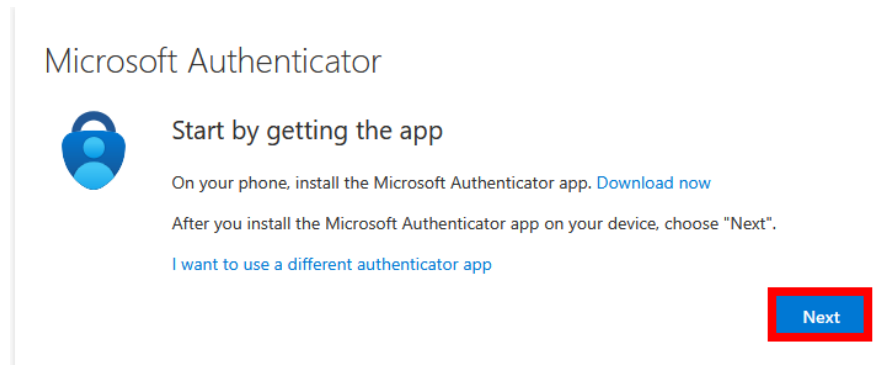


Figure 7.

- i. Press “Next” again. See figure 8.

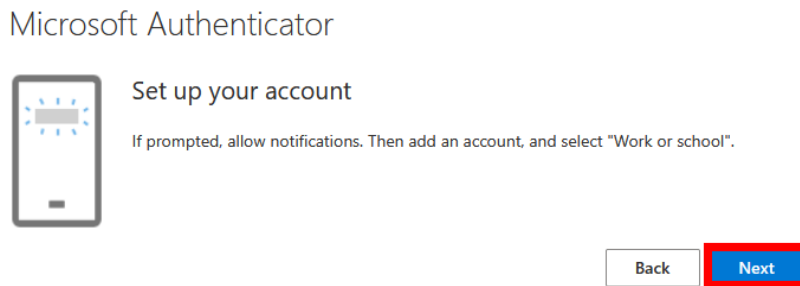


Figure 8.

- j. If prompted, scan the QR code on your computer’s screen with the Microsoft Authenticator app. In the app, press the icon below and scan the QR code on your computer’s screen.



- k. On your computer: after scanning the QR code, click “Next.” See figure 9.

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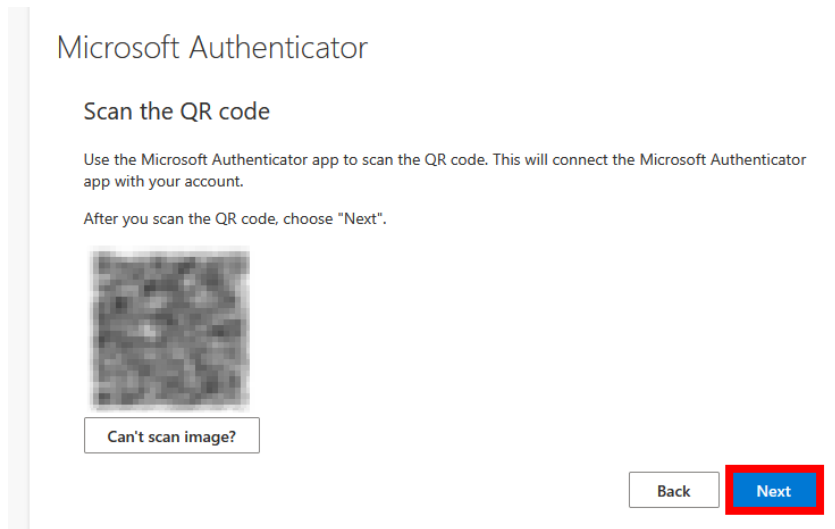


Figure 9.

1. Press next again. See figure 10.

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".



Figure 10.

- m. On your cellphone, press on the notification from the Microsoft Authenticator and input the 2-digit number on your computer's screen. Then click next if prompted. See figure 11.

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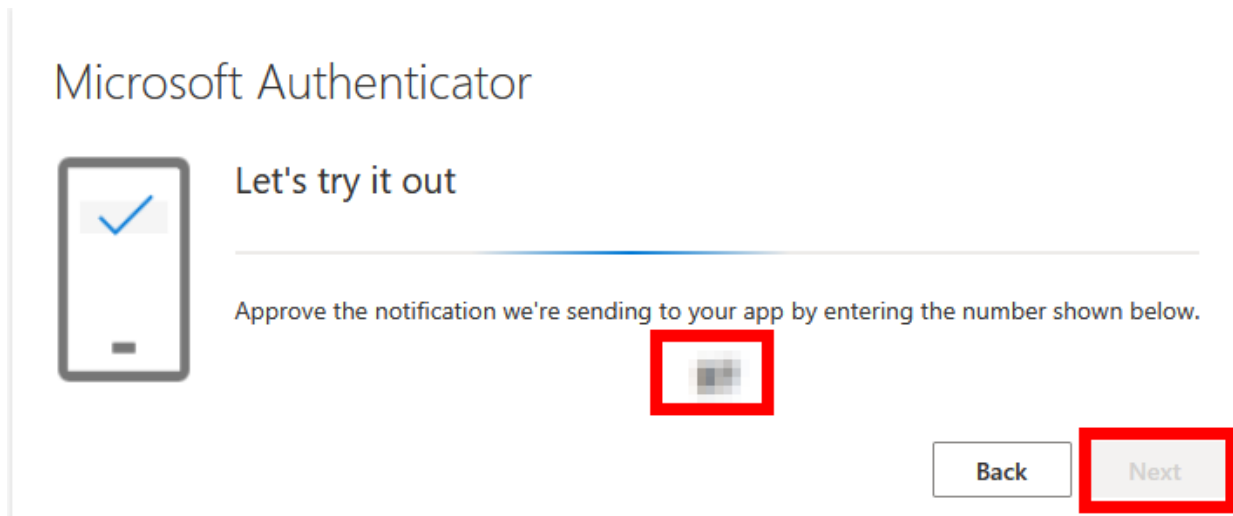


Figure 11.

4. Once you have successfully logged in, the Microsoft 365 Copilot screen will appear. See figure 12.
 - a. Click on “Apps” in the top left corner of the screen.
 - b. #2 are your Email, Files, and Nursing Courses (Teams, only if applicable).
 - c. #3 are your 365 apps (e.g., Word, Excel, and Powerpoint)

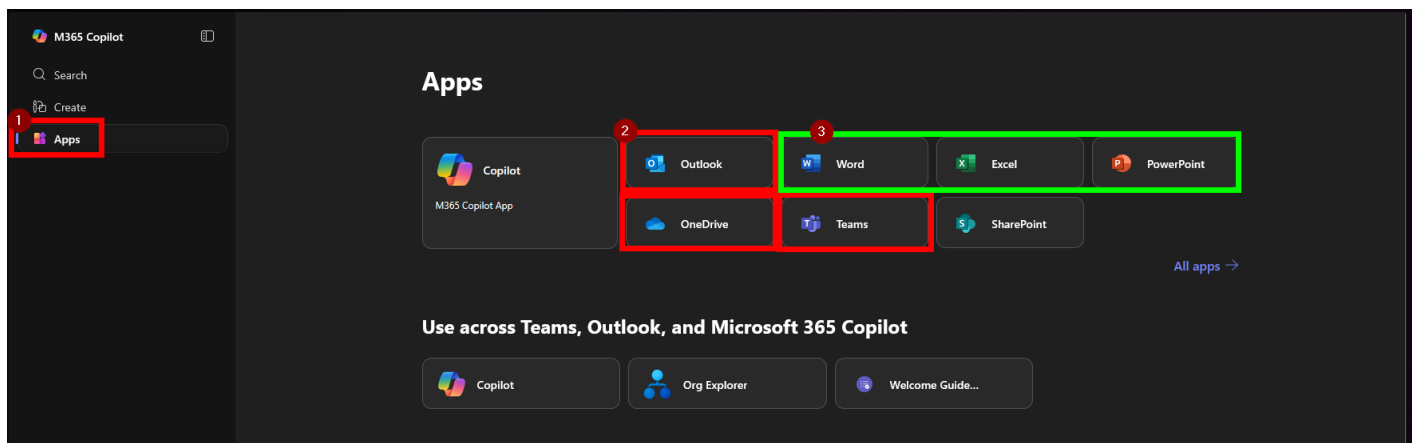


Figure 12.

5. If you need to switch between apps, click on the 9 dots icon in the top left corner. It will always be available, regardless of which app you select from Figure 12. See figure 13.

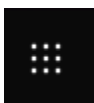


Figure 13.

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6. If you need to log out, click on your name in the bottom left corner (365 landing page, Figure 12) or your profile image in the top right (when in 365 apps) then click “Sign out.” See figure 13 and 14.

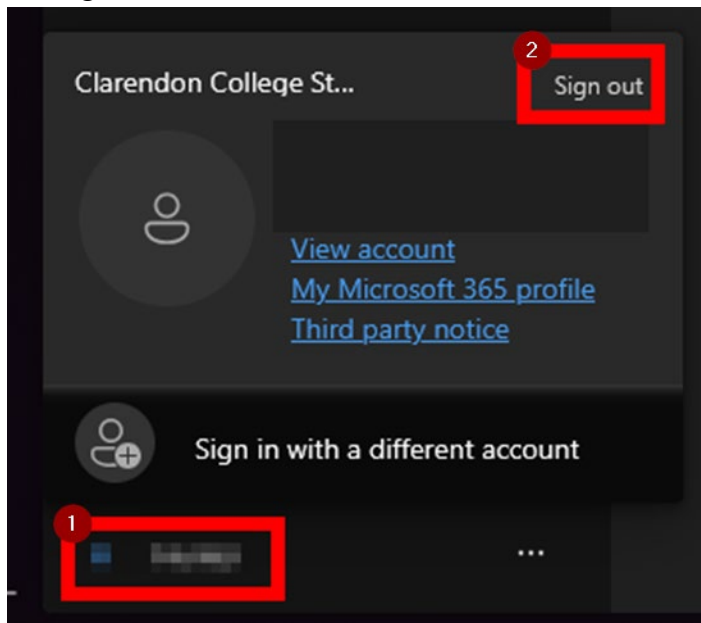


Figure 13.

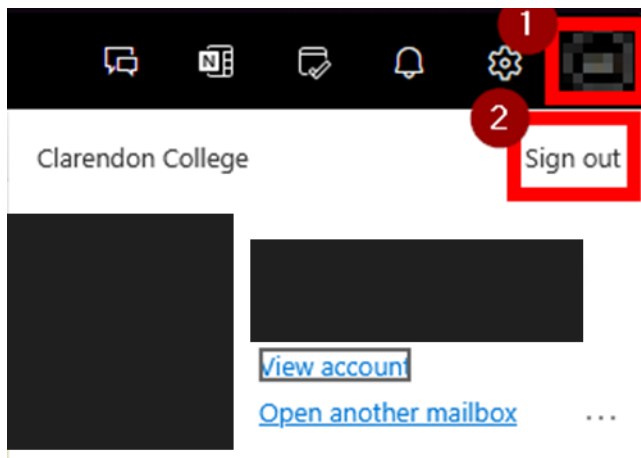


Figure 14.

7. If you need further resources on the Microsoft 365 applications, we have attached some extra information below.
 - a. [Get started with Office 365.](#)
 - b. [Start using Office and Office 365 online.](#)
 - c. [Microsoft 365 basics video training.](#)
 - d. [Microsoft 365 training.](#)

Accessing and Using your Bulldogsmail/Microsoft 365 Account

8. Information about your Bulldogsmail Account.
 - a. All emails from the college will be sent to your Bulldogsmail account, i.e., instructor or classroom communications, bills, and registration information.
 - b. You can store all your assignments and classroom documents via OneDrive, a component of your Bulldogsmail.
 - c. It includes a free web version of Microsoft Office. You can use it to create and edit any Microsoft Word, Excel, or PowerPoint document. To edit any existing document, you must first upload it to OneDrive.
 - d. Your license is valid for as long as you are a student at Clarendon College or up to one year after your final enrolled semester.
 - e. Your account is created after registering for any classes with Clarendon College.
 - f. Your account is accessible from anywhere you can get to the Internet.
 - g. Your account is accessible from almost any mobile device. There is also a mobile version that you can download to your iPhone, iPad, or Android device.
 - h. AND IT IS FREE TO ALL CLARENDON COLLEGE STUDENTS!!!!