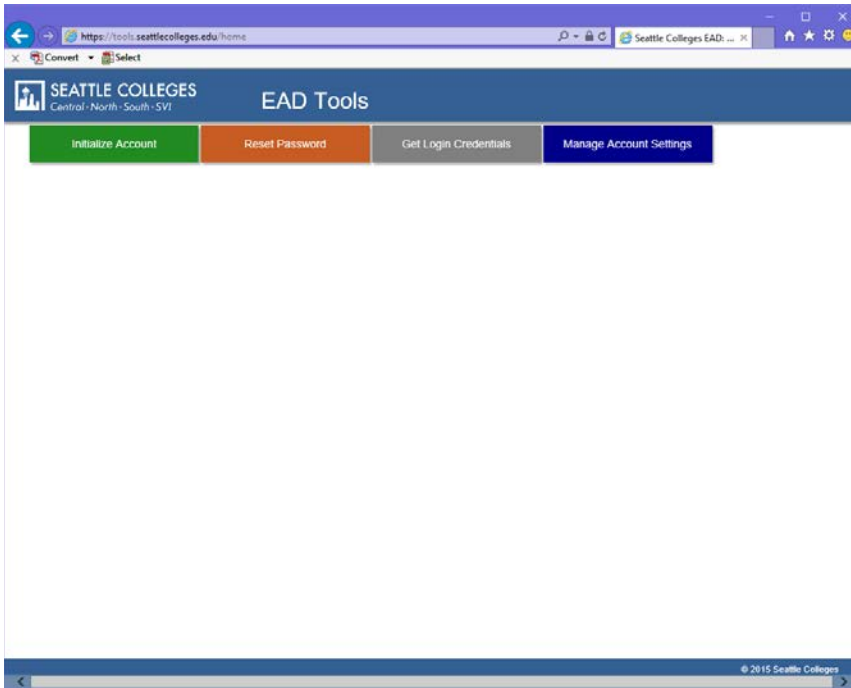


PLEASE PRINT OUT THESE INSTRUCTIONS FOR REFERENCE

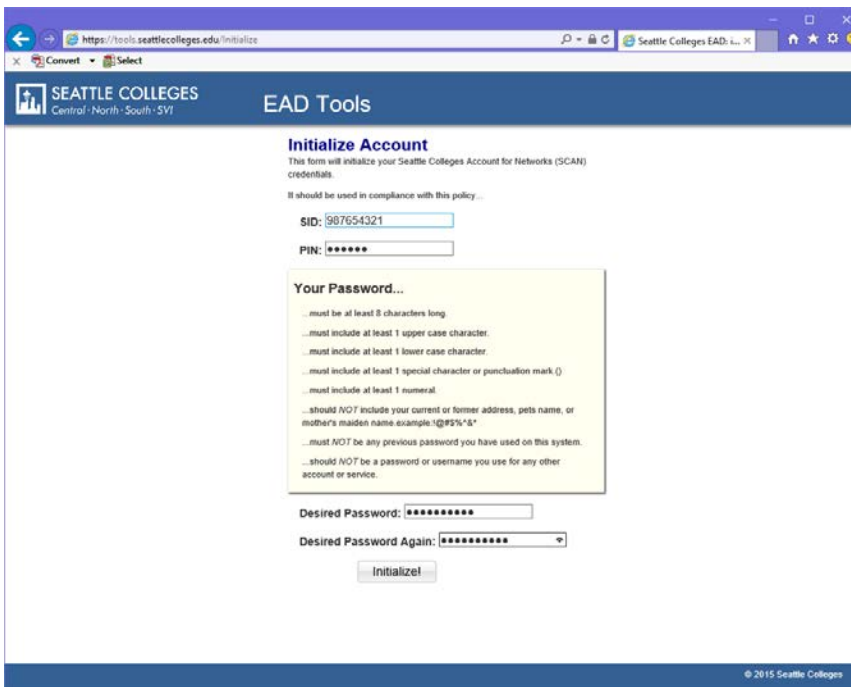
How do I initialize my account before August 26?

To initialize your account, you will need your current college SID and PIN credentials.

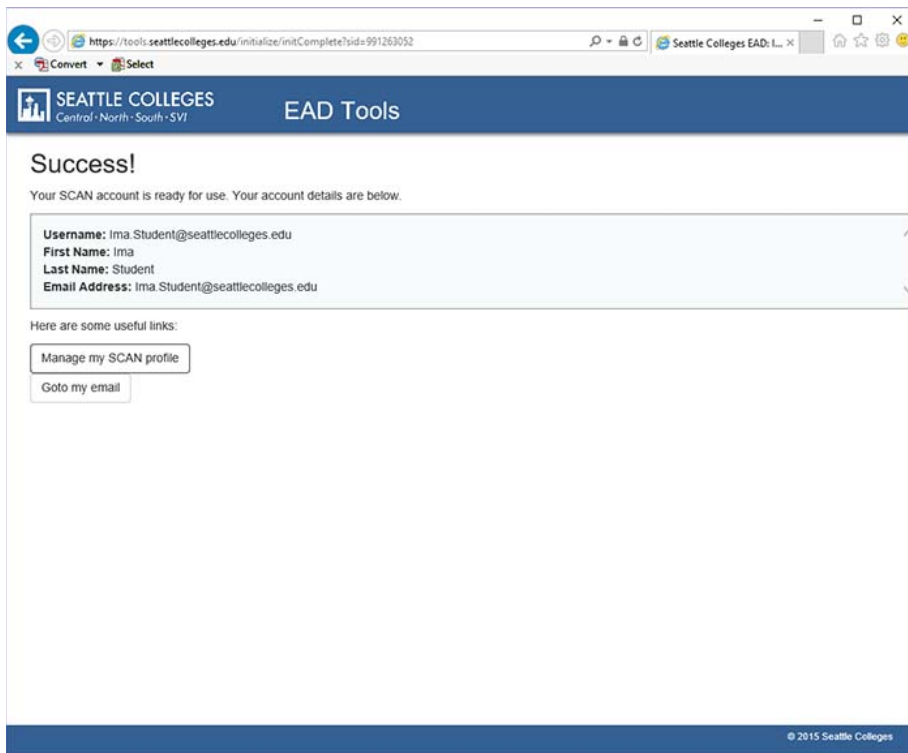
1. Go to the EAD Tools website: <https://tools.seattlecolleges.edu>.
2. Click on the button "Initialize Account."



3. Review the parameters for your new password in the light yellow box. Enter your SID and PIN and desired password. Click "Initialize!"



4. After processing, you will be given your login credentials.



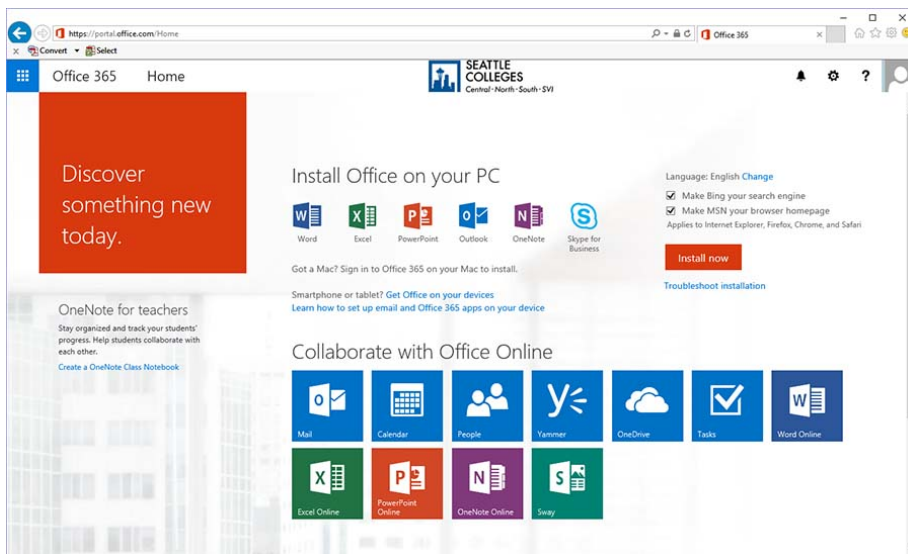
5. Save your login credentials for use beginning August 29. You can now close this page.

How do I access the Office 365 portal beginning August 29?

1. Go to <http://office365.seattlecolleges.edu>.
2. Enter the username and password you created when you initialized your EAD account prior to August 29. Click Sign in.



3. After login, you will be connected to the main menu of the Office 365 portal. Select the "Mail" icon to access your messages.

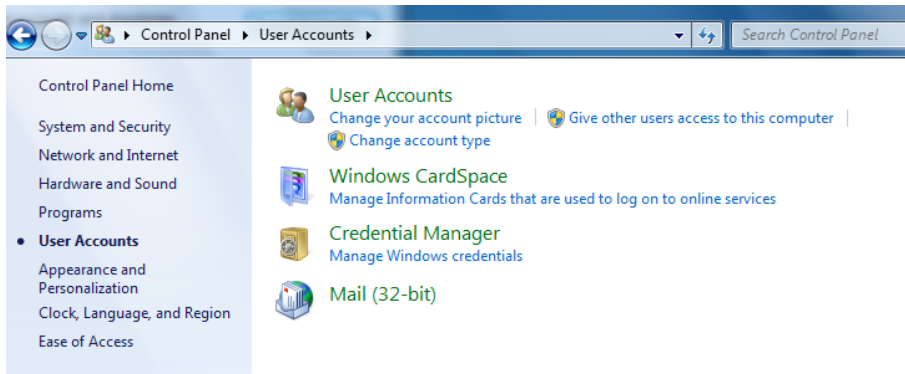


I want to use the Outlook client. How do I delete my old SCCD profile and set up my new EAD profile?

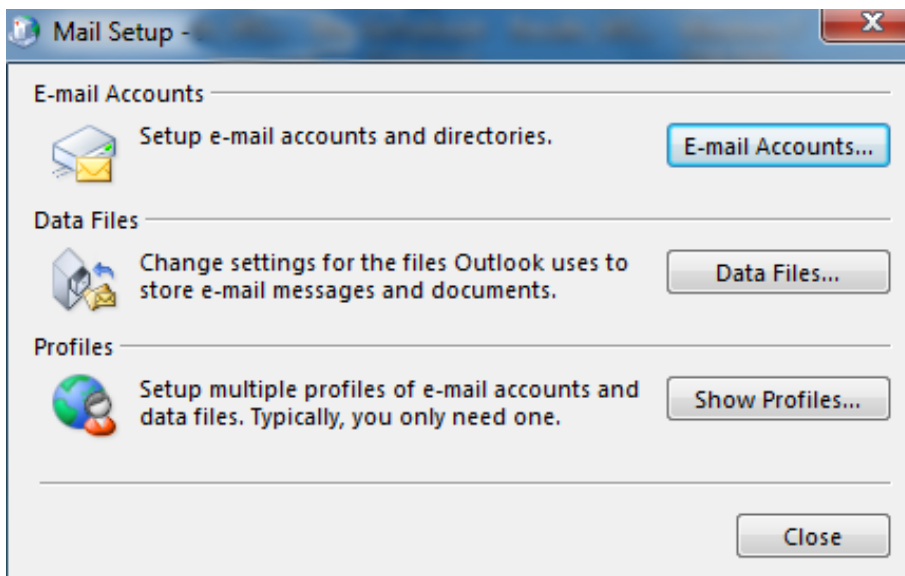
1. Go to Control Panel. Select "User Accounts."



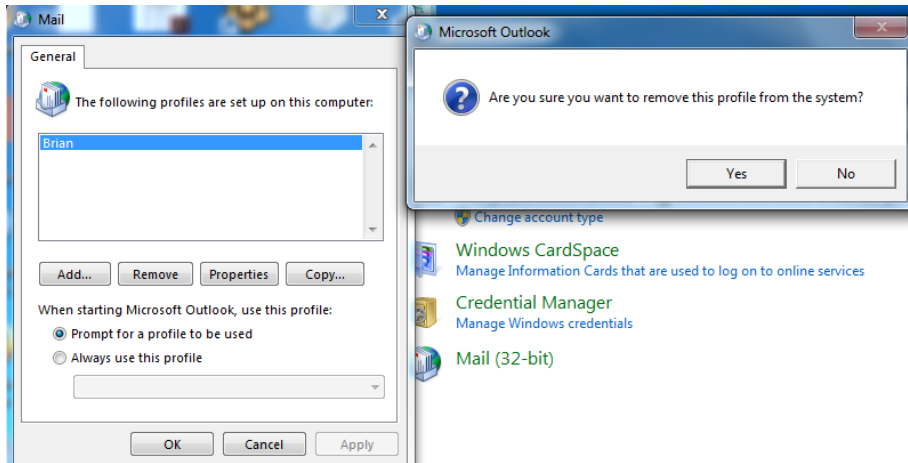
2. Select "Mail."



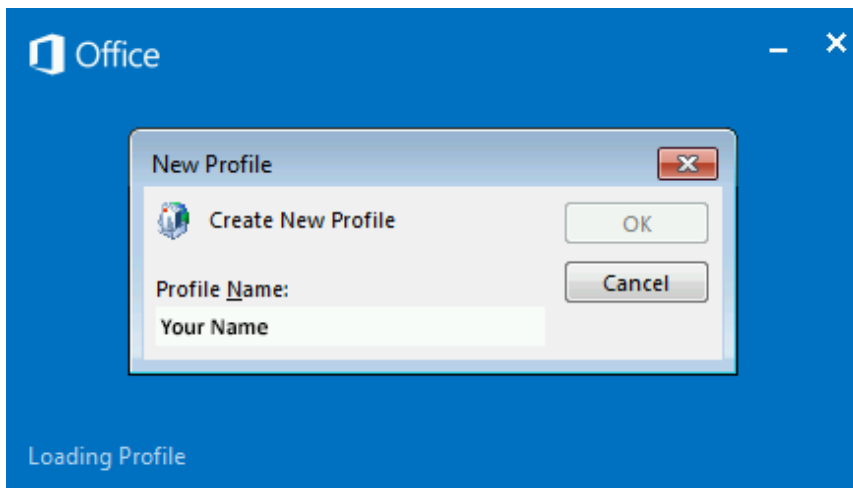
3. Select "Show Profiles."



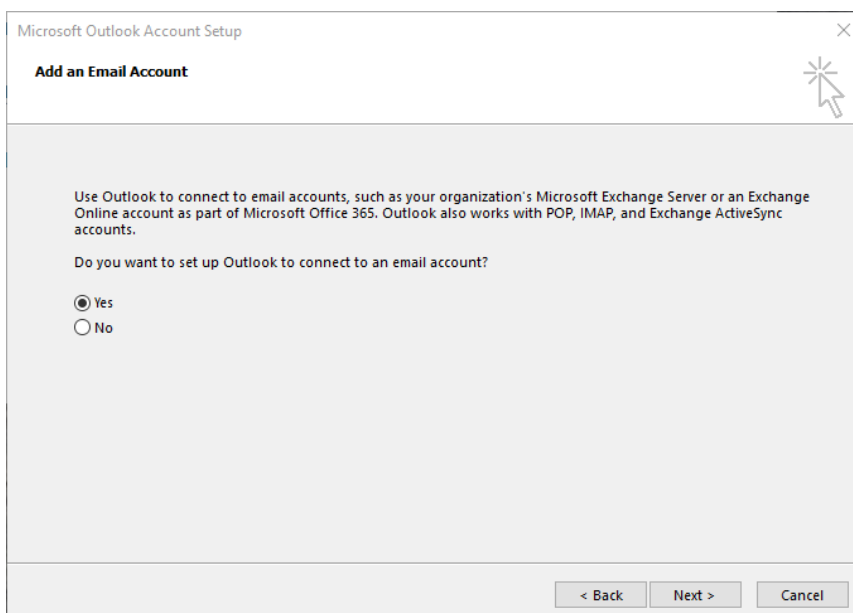
4. Click "Remove." Click "Yes" in the popup box. Close the Mail window.



5. Launch Outlook. You will be asked to specify a profile name. Click "Ok."



6. Select "Yes." Click "Next."



7. Enter the login credentials you created before August 29. Click Next.

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar says 'Add Account' with a close button. Below the title bar, it says 'Auto Account Setup' and 'Outlook can automatically configure many email accounts.' There are two radio buttons: 'E-mail Account' (selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four text input fields: 'Your Name:' with 'John Doe' and an example 'Example: Ellen Adams'; 'E-mail Address:' with 'Username@seattlecolleges.edu'; 'Password:' with '*****'; and 'Retype Password:' with '*****'. Below the password fields, it says 'Type the password your internet service provider has given you.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

8. You will receive confirmation that your account has been set up. Click "Finish."

The screenshot shows the 'Add Account' dialog box in Outlook, now on the 'Congratulations!' screen. The title bar says 'Add Account'. Below the title bar, it says 'Congratulations!' and 'Configuring'. The main text says 'Outlook is completing the setup for your account. This might take several minutes.' There are three green checkmarks with corresponding text: 'Establishing network connection', 'Searching for Office365.SCD@seattlecolleges.edu settings', and 'Logging on to the mail server'. Below this, it says 'Congratulations! Your email account was successfully configured and is ready to use.' At the bottom left, there is a checkbox labeled 'Change account settings'. At the bottom right, there is a button labeled 'Add another account...'. At the very bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.

9. Access mail in Outlook.