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| **Access Your College Email**  **Step 1.** Visit <https://cis.citytech.cuny.edu/Student/it_student_findemail.aspx>to verify your username.  **Step 2.** After confirming your username, go to <https://myapps.microsoft.com/>. Your password is First initial of your first name (**capitalized**), First initial of your last name (**lower case**), your date of birth (D.O.B.) in the format **MMDDYYYY** and the last 4 digits of your EMPL ID.  **Example**: Joe Doe birthday 9/7/1968, EMPL last 4 digits 9367 has the password Jd090719689367  After inputting this default password, you can set a new password.  **Step 3.**Click on the green Verify Now button and verify your phone and email information. Then, set up the security questions to allow you to reset your password in the future, in case you forget it.  **Step 4.**After successfully setting up your account, visit <https://outlook.office365.com/> and log in to your email using your username and new password.  **Recover Your City Tech Email Account**  If you already set up your email account, but forgot your password, don’t worry.  <https://forgot.citytech.cuny.edu/sspr/public/ForgottenPassword> |

**If you encounter any difficulty, please contact the Student Help Desk:**

[**StudentHelpDesk@citytech.cuny.edu**](mailto:StudentHelpDesk@citytech.cuny.edu) **/ (718) 260-4900 / Library Building (L-114).**