As a City Tech student, **you have an official City Tech Microsoft Outlook email account. It is very important that you check your campus email every day, so you receive communications from your professors and college offices.**

**To access your City Tech Outlook email, please log into your Microsoft 0365 account.**

**NEW USERS (if you have never logged in to your City Tech email account):**

1. **Look up your User ID here:** <https://it.citytech.cuny.edu/email-lookup/>
2. **Your default is password is your First initial of first name UPPERCASE + first initial of last name lowercase + MMDDYYYY + last 4 of your EMPL ID**.   
   *For example: If your name is John Doe and your date of birth is 01/06/1986 and the last four digits of your EMPL ID are 1234, your password is —> Jd010619861234 (no spaces OR dashes). Password: (for all other students) Use the password you created.*
3. **Log into your City Tech Email at** [**https://login.microsoftonline.com/**](https://login.microsoftonline.com/)using the entire email address as the User ID
4. You will be prompted to change your default password and set up Multi-factor Authentication (MFA)
5. Once you are in the MS 0365 account, select the Outlook icon![Graphical user interface, diagram, application, Teams

   Description automatically generated]() on the left to load your City Tech Email

**ALL OTHER USERS (if you have logged in to your City Tech email before):**

1. **Log in to your City Tech Email at** [**https://login.microsoftonline.com/**](https://login.microsoftonline.com/)
2. **If you have forgotten or do not know your User ID**, look it up here: <https://it.citytech.cuny.edu/email-lookup/>
3. **If you have forgotten your password**, go to <https://login.microsoftonline.com/> and click the ‘Can’t access your account’ link and follow the instructions on the screen
4. Once you are in the MS 0365 account, select the Outlook icon ![Graphical user interface, diagram, application, Teams

   Description automatically generated]()on the left to load your City Tech Email

**NEED HELP?**

Please contact the Student Help Desk at 718-260-4900 or [StudentHelpDesk@citytech.cuny.edu](mailto:StudentHelpDesk@citytech.cuny.edu).