MICROSOFT OFFICE 365

For incoming Freshman SEEK students
ACCESSING MICROSOFT 365

• To Access Microsoft 365, you must first sign-in to your CityMail account

• You can sign-in through this URL https://citymail.ccny.cuny.edu/

• Click on CITYMAIL LOGIN
ACCESSING MICROSOFT 365

- Login using your CityMail credentials
Once you are here click on the highlighted portion
ACCESSING MICROSOFT 365

• Click on Office 365 next
Here you have access to Word, Excel, PowerPoint, OneDrive, etc.
OFFICE 365

• For example, clicking on Word, lets you create a new Word doc or access any shared Word files.

• Everything done here saves to your OneDrive cloud.
• Make sure your settings are in the correct time-zone.
• To do so, click on settings icon and then click on Change your language.
OFFICE 365

- Once you are here, make sure your time-zone is set to Eastern Time. Once you have access to office 365, this is permanent for life-time.