

ACCESSING SCC EMAIL -MY.SOUTHEAST.EDU EMAIL ACCOUNT

You will access your SCC email account via <u>https://thehub.southeast.edu</u>. You will see an Office 365 E-mail section. Click on the SCC Office 365 link as shown below, and you will be taken to an Office 365 Sign in screen. You can also access it from <u>https://outlook.office.com</u>.

Office 365 E-Mail (Add "@southeast.edu" to your usernam			•
~	You Have <mark>0</mark> Unrea	d Messages	
0	SCC Office 365		_

Office 365	Sign in using the following format (SCCusername@southeast.edu) and SCC password. For example, Maggie Moodle signs in with mm510303@southeast.edu but her email address is maggie.moodle@my.southeast.edu.
Sign in with your organizational account	mm510303@southeast.edu
someone@example.com	Keep me signed in
Password	
C Keep me signed in	
	(Note: your actual email address is
Sign in	fname.Iname@my.southeast.edu and this email

*Some students may have a number following their last name in their email address if they have a common name already in use, such as **maggie.moodle2@my.southeast.edu.** You will receive correspondence regarding your actual email address.

address should have been emailed to you)



Click the **Sign in** button to open your Outlook Web App for SCC email.