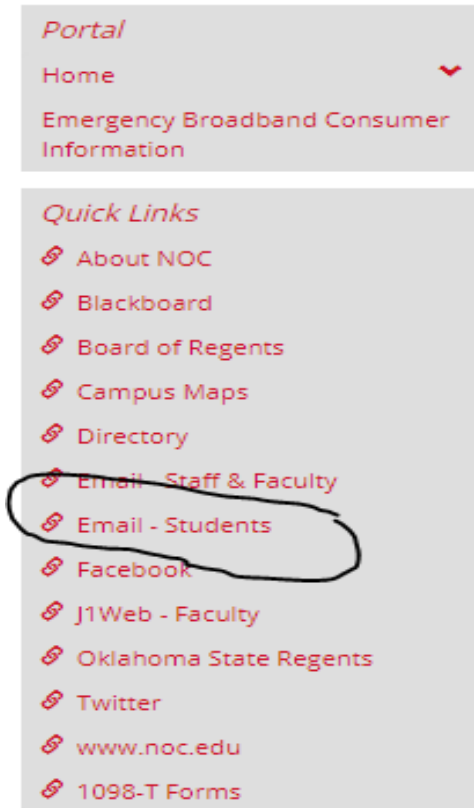




Information Technology Department
Instructions for Student Microsoft 365 Email Account:

Go to the myNOC portal page here: <https://portal.noc.edu/ICS/>
Click on the following link, at the left side of page. (You do not have to be signed in):



Sign in using your complete student email address ('yourusername'@students.noc.edu)
See example:



Sign in

LEras123@students.noc.edu

No account? [Create one!](#)

[Can't access your account?](#)

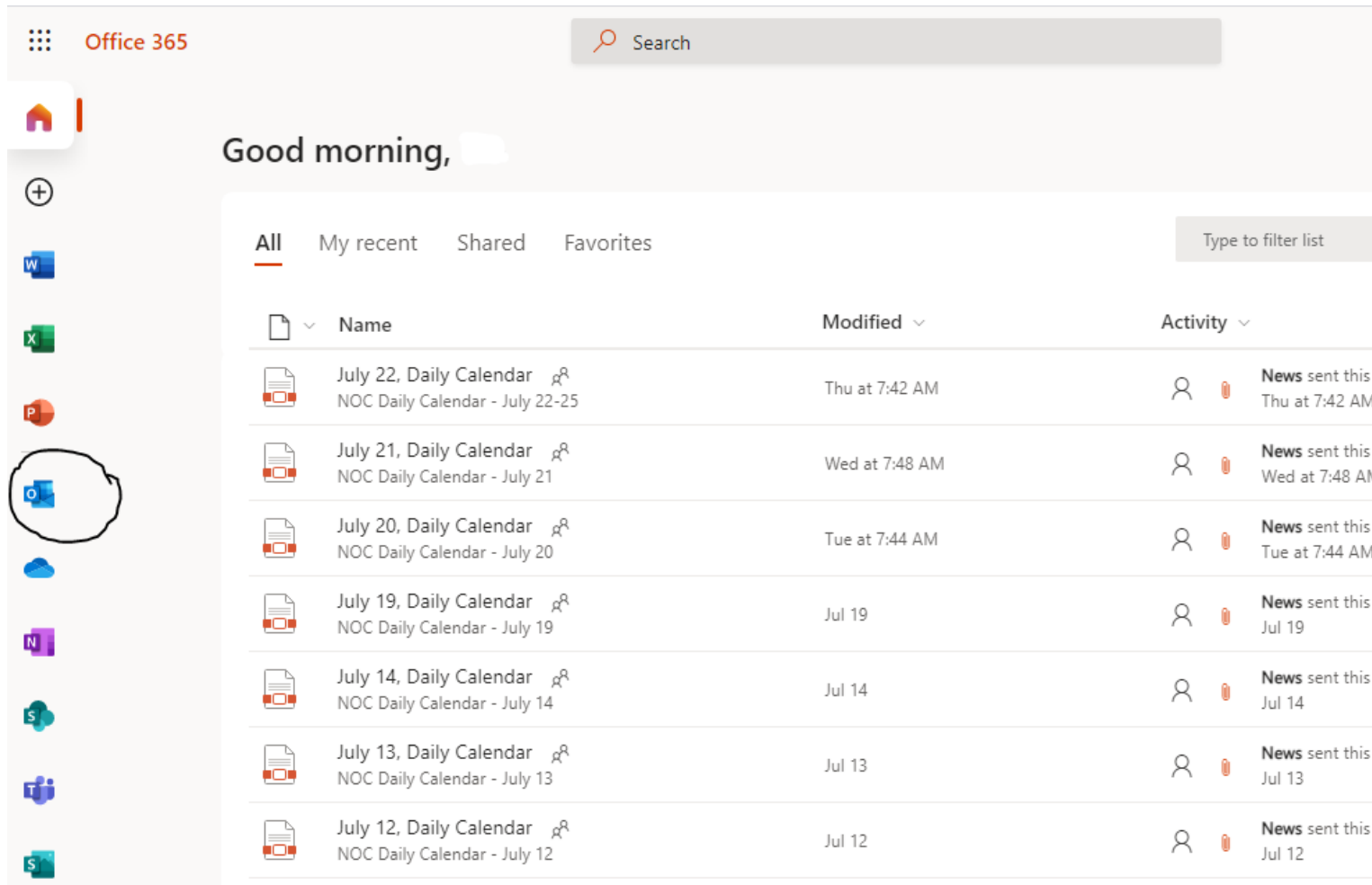
Back

Next

Click 'Next' and enter the same password you use to access your myNOC/Blackboard accounts.

This will take you to a welcome page. You will see all the available apps at the left sidebar for your use. The Outlook app will connect you to your email account.

(Note: **This is a cloud-based app so you will need to have internet access to use.** You can choose to install Office by clicking on the tab in the upper right corner. This will be available for as long as you are a current enrolled NOC student).



Office 365

Search

Good morning,

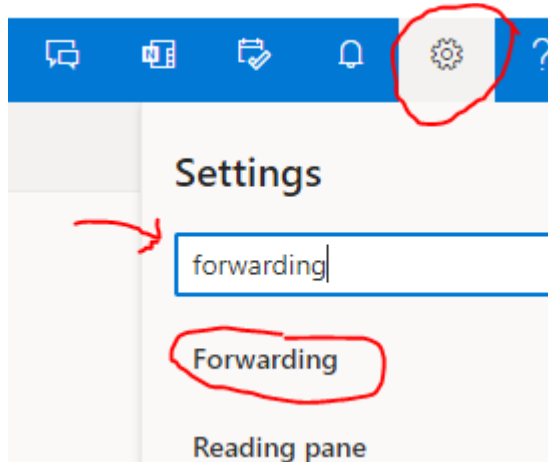
All My recent Shared Favorites

Type to filter list

	Name	Modified	Activity
	July 22, Daily Calendar NOC Daily Calendar - July 22-25	Thu at 7:42 AM	News sent this Thu at 7:42 AM
	July 21, Daily Calendar NOC Daily Calendar - July 21	Wed at 7:48 AM	News sent this Wed at 7:48 AM
	July 20, Daily Calendar NOC Daily Calendar - July 20	Tue at 7:44 AM	News sent this Tue at 7:44 AM
	July 19, Daily Calendar NOC Daily Calendar - July 19	Jul 19	News sent this Jul 19
	July 14, Daily Calendar NOC Daily Calendar - July 14	Jul 14	News sent this Jul 14
	July 13, Daily Calendar NOC Daily Calendar - July 13	Jul 13	News sent this Jul 13
	July 12, Daily Calendar NOC Daily Calendar - July 12	Jul 12	News sent this Jul 12

EMAIL FORWARDING

If you would like to forward your NOC messages to another email account, click on the settings gear in the upper right corner and type 'forwarding' in the drop-down box. Select that option from the menu:



Settings

forwarding

Forwarding

Reading pane

Click on the “Enable forwarding” box, then enter a personal email address where you’d like to receive your NOC emails.

Make sure to check the “Keep a copy of forwarded message”. This will retain your original messages in case you can’t find them or accidentally delete them from your personal email file. Click “Save” at the bottom:

Forwarding

×

You can forward your email to another account.

☒ Enable forwarding

Forward my email to:

☒ Keep a copy of forwarded messages

Save

Discard

Note: Before graduating from or leaving NOC, please make sure to disable/remove your forwarding so you no longer receive student emails.