

# Accessing CCSNH Student Email

## Table of Contents

Table of Contents .....	1
Objective .....	1
Background .....	1
Procedure.....	1
Web Access .....	1
Mobile App Access .....	2
Apple iOS.....	3
Android OS .....	7

Last Revised: 07-21-15

## Objective

The purpose of this article is to go over the various methods for accessing CCSNH Student Email that utilizes the new EIS single sign-on authentication system. With the way the new system is designed for handling the requests, there are new standard procedures to help streamline to setup and support process for accessing Student Email.

## Background

With the past authentication system with Office 365, Students were able to just link up their phones native mail application much like you would do with Microsoft Exchange Services. With technology changing with Office 365 and the authentication processes they are starting to utilize, the method for access on mobile devices, as well as, web access, has changed slightly as well.

## Procedure

Below is a list of procedures that explain how to access CCSNH Student Email both web and mobile versions.

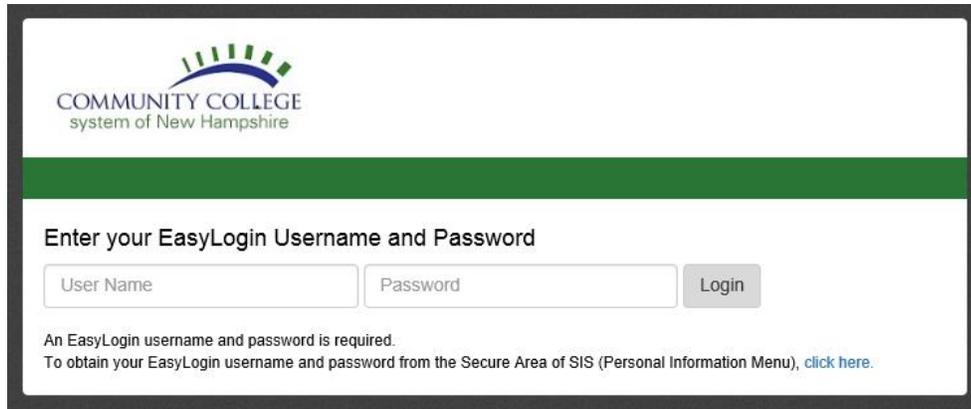
### Web Access

The web-based access for CCSNH Student Email is supported on all of the major browsers (Internet Explorer, Google Chrome and Mozilla Firefox) as well as mobile browsers.

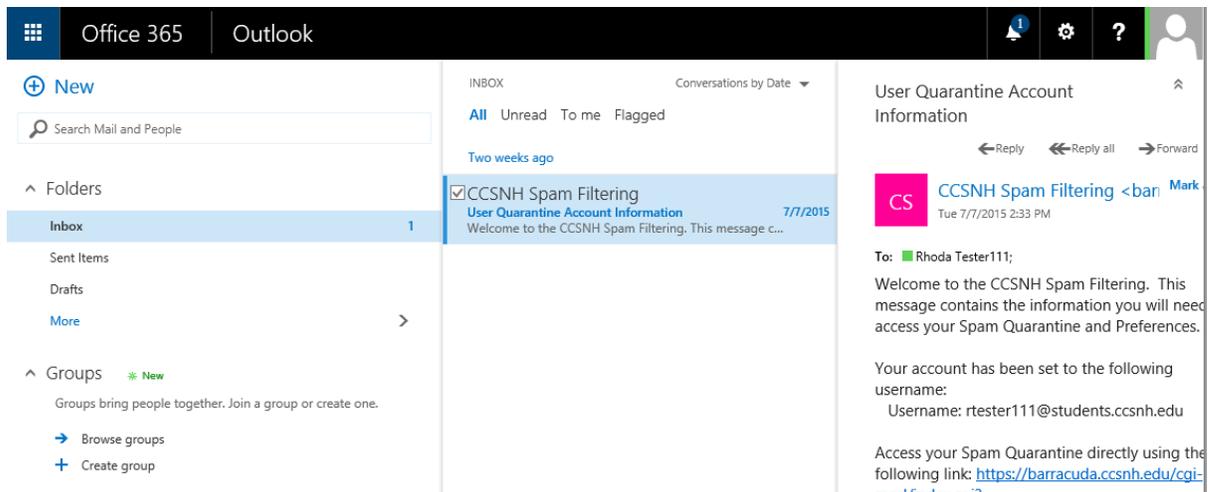
1. Click the link below or type in the address into your web browser window  
<http://o365.students.ccsnh.edu>



- You are then presented with the CCSNH Central Authentication Page. Type in your EasyLogin Username and Password and click on “Login”



- Once you are authenticated, you are automatically brought to your CCSNH Student Email Inbox  
**Note:** The email listed below is for illustration.



- To end your session, please close out of your browser  
**Note:** If you just try to use the log off through the web, it'll just redirect you back into your email. Currently this is how the authentication system works with the link to Office 365 and the only way to fully “log out” and end the session is to exit the browser.

## Mobile App Access

If you don't already have the Microsoft Outlook application downloaded onto your mobile device, please click on one of the links below to download it or follow the instructions below:

Apple Store URL:

- <https://itunes.apple.com/us/app/microsoft-outlook/id951937596?mt=8>

Google Play URL:

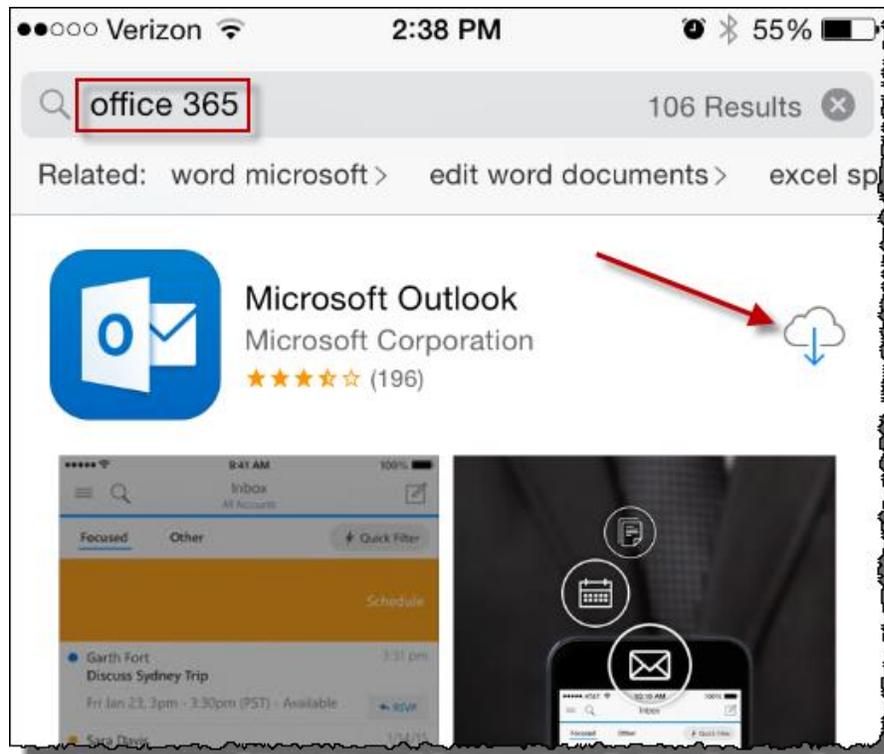
- <https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en>

Apple iOS

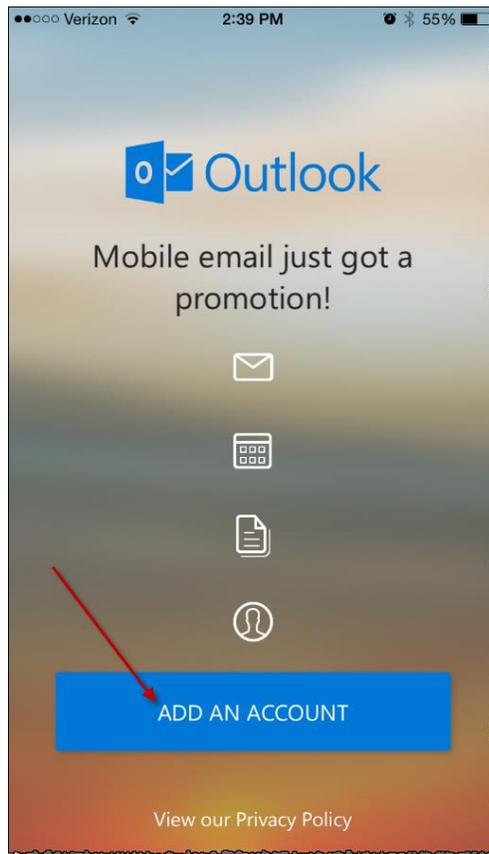
1. Go to the App Store



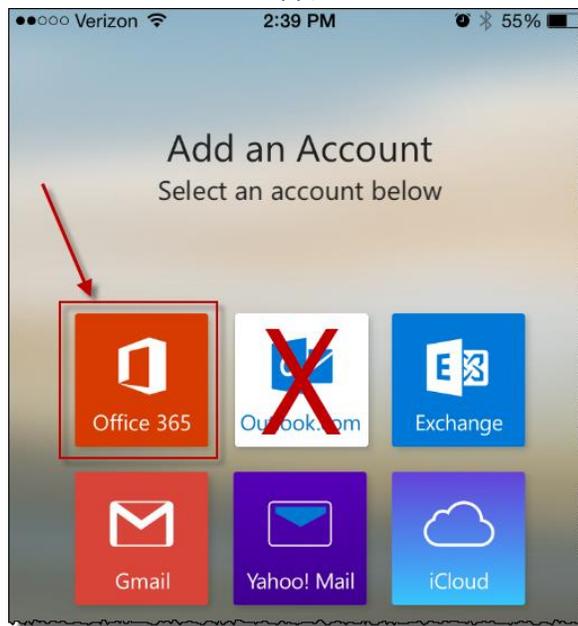
2. Search for "Office 365" and select the Microsoft Outlook app



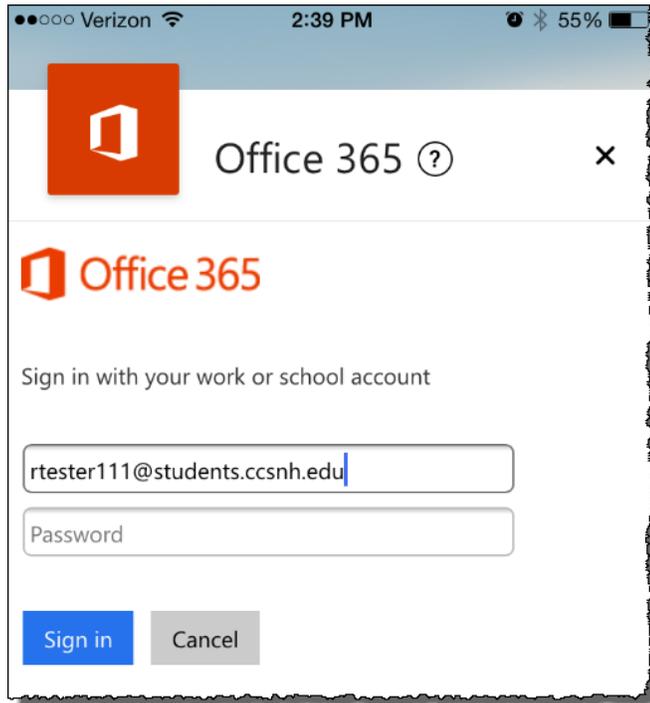
3. Click "Add An Account"



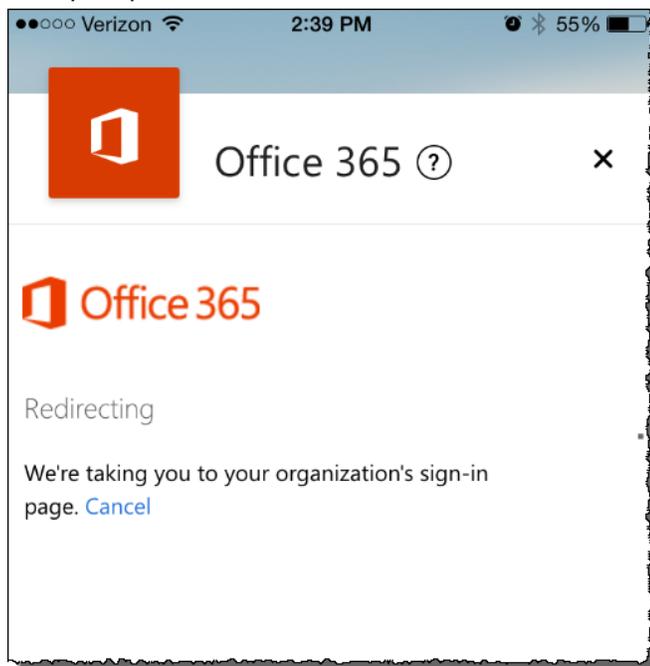
4. Select the "Office 365" app (**NOT** the "Outlook.com" app)



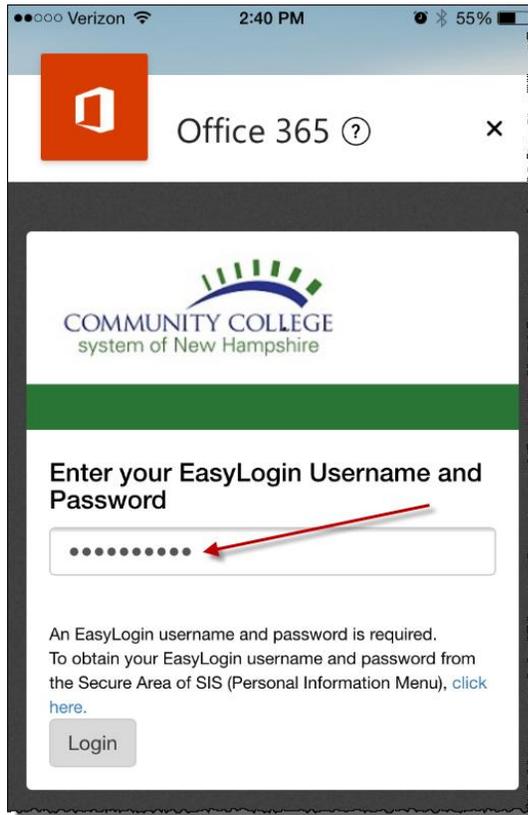
5. At the prompt, enter your full CCSNH Student Email Address (Example: Jdoe123@students.ccsnh.edu)



When you click on the “Password” field, you will be notified that you are being redirected to the CCSNH Central Authentication server to enter in your password



6. When the CCSNH Login Page appears, enter your EasyLogin **password only**

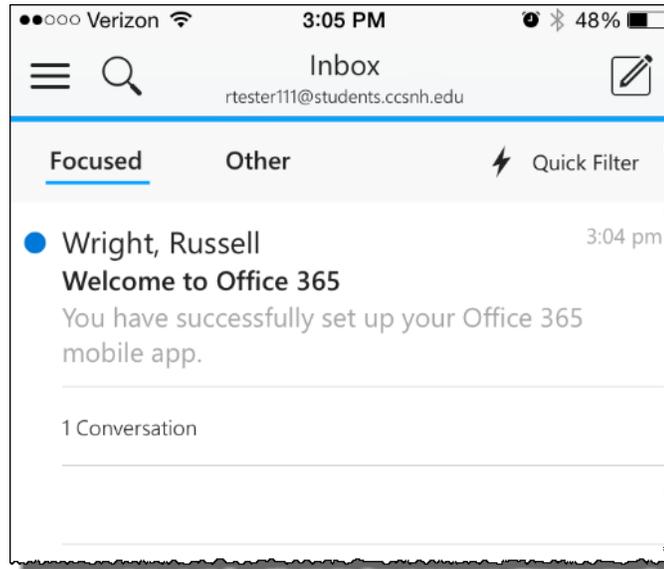


7. After a successful login, the following screen will appear. Click the “X” in the upper right corner to close it

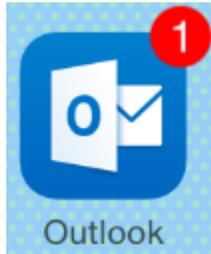


8. When the above screen is closed, you will see your CCSNH Student Email Inbox.

**Note:** You will not see a “Welcome to Office 365” email. The message you see in the Inbox is just for illustration.

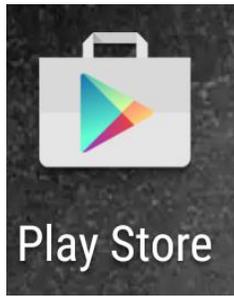


9. The following “Outlook” icon will appear on your iPhone home screen

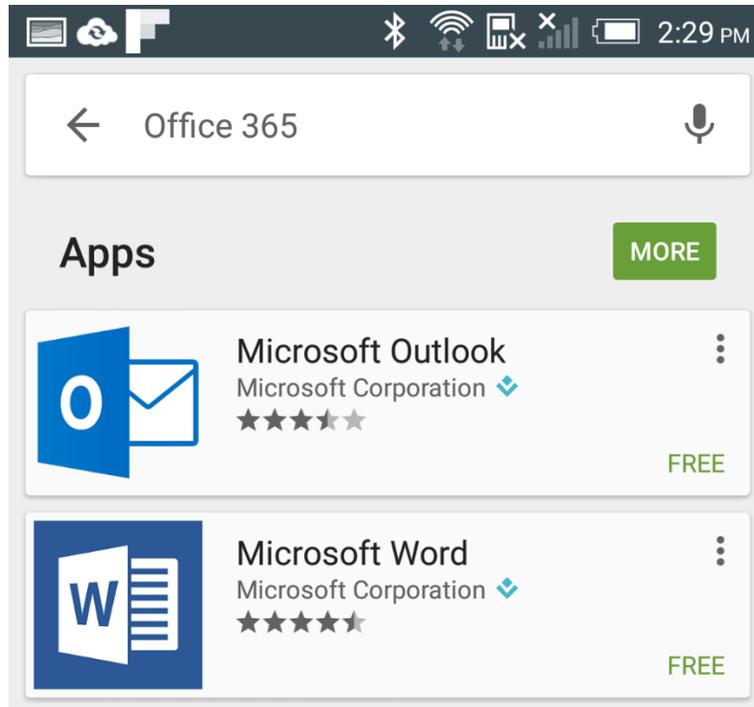


## Android OS

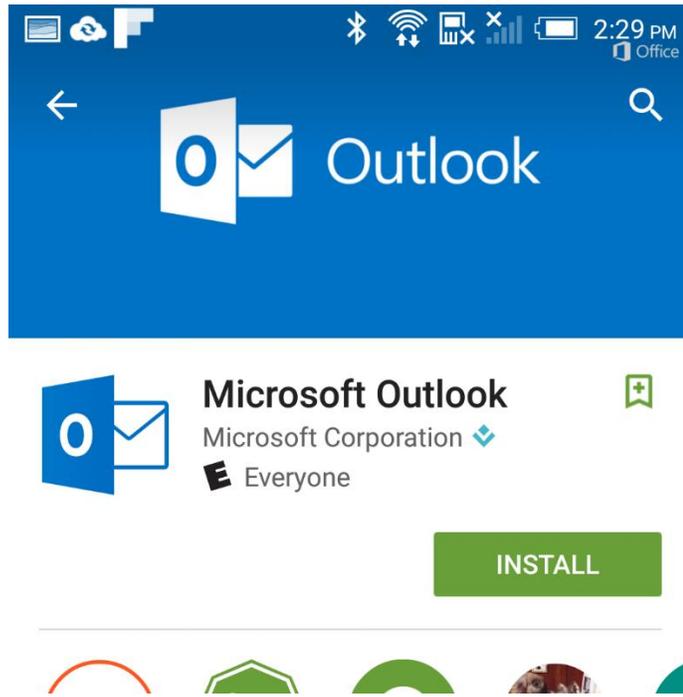
1. Go to the Play Store



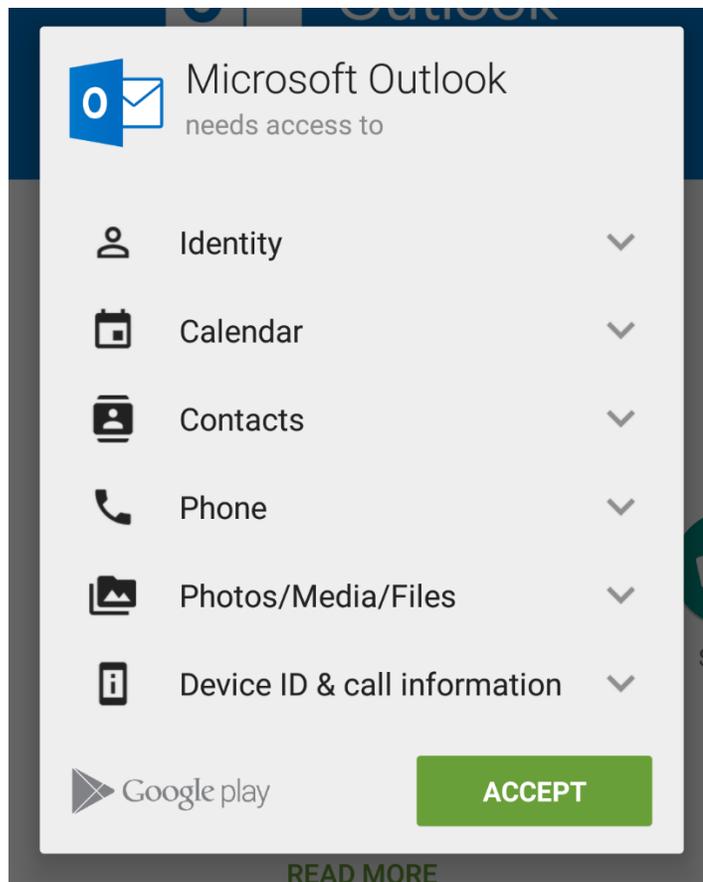
2. Search for "Office 365" and select the Microsoft Outlook app



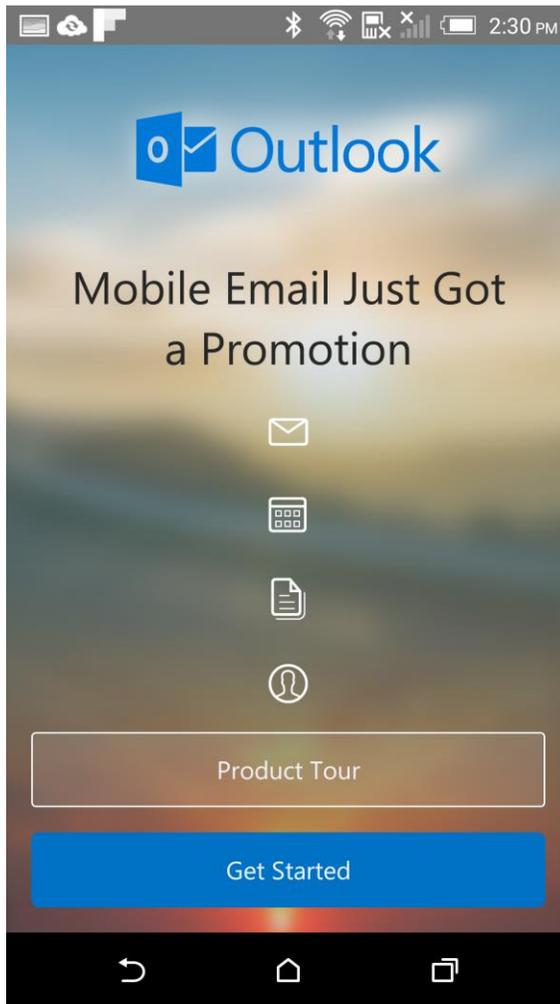
3. Click on "Install"



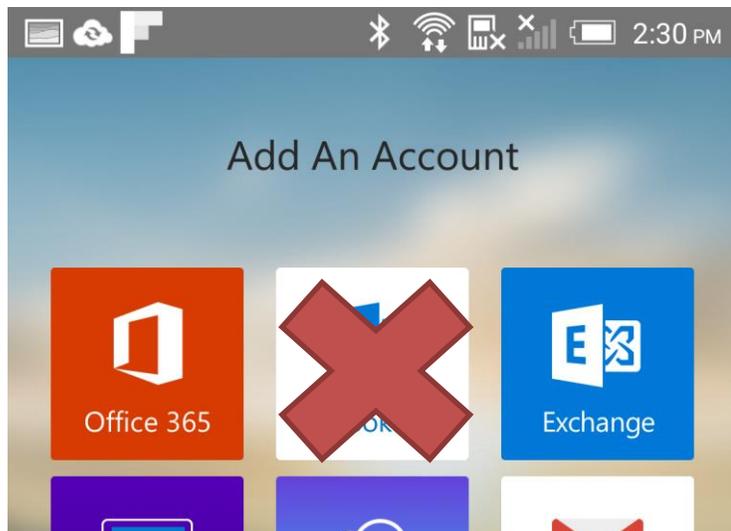
4. Click on “Accept”



5. Click “Get Started”



6. Select the “Office 365” app (**NOT** the “Outlook.com” app)



10. At the prompt, enter your full CCSNH Student Email Address (Example: Jdoe123@students.ccsnh.edu)



Sign in with your work or school account

[Sign in](#) [Cancel](#)

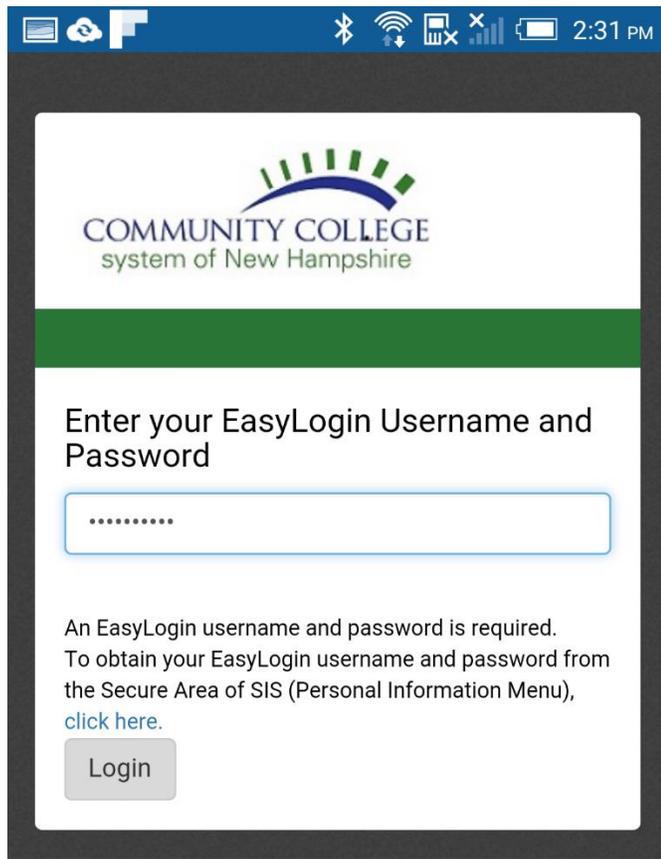
When you click on the “Password” field, you will be notified that you are being redirected to the CCSNH Central Authentication server to enter in your password



Redirecting

We're taking you to your organization's sign-in page. [Cancel](#)

7. When the CCSNH Login Page appears, enter your EasyLogin **password only**



8. Once you are logged in, you will see your CCSNH Student Email Inbox.

**Note:** The message you see in the Inbox is just for illustration.

