1. Go to [https://www.outlook.com/student.citruscollege.edu](https://www.outlook.com/student.citruscollege.edu) (Figure 2)

2. In the **OFFICE 365** section enter: The full student email address.  
   Example: Johdoo123@student.citruscollege.edu

3. **PASSWORD:** Password will be *upper case “C” lower case “c”* and *date of birth in “mmddyyyy” format, placed all together:*  
   Ccmmdyyyyy (ex. Cc02281981)  
   Note: Students who applied to the college *prior to August 2013*, your temporary password would be your DOB only: **MMDDYY**

4. You will then be prompted to change your password.  
   Note: It will ask you to enter OLD PASSWORD, enter your temporary password once more.