

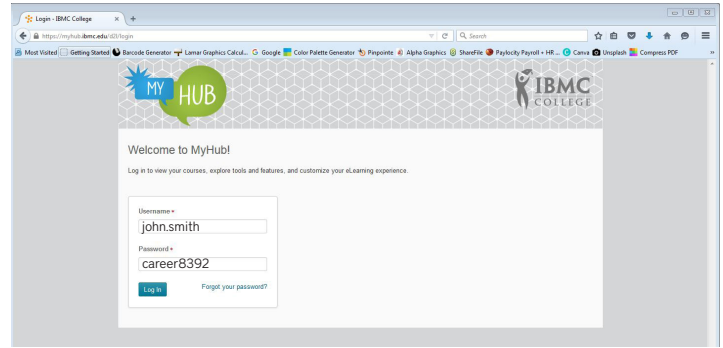
LOGGING INTO MY STUDENT EMAIL

STEP 1

- » Go to: <https://myhub.ibmc.edu>
- » Type in your username and password

HINT:

Username: firstname.lastname (*john.smith*)
Password: career and the last four numbers of your Social Security Number (*career8392*)



STEP 2

- » Click on the **Sign in to your Office365 account** button under the MyOffice365 tab.
- » This will redirect you to a new webpage.
- » When prompted, type in your email address:

HINT:

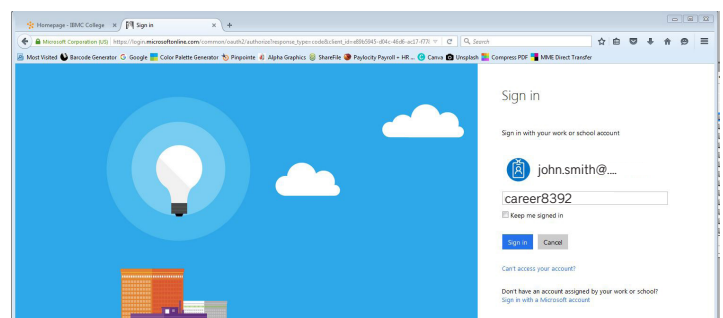
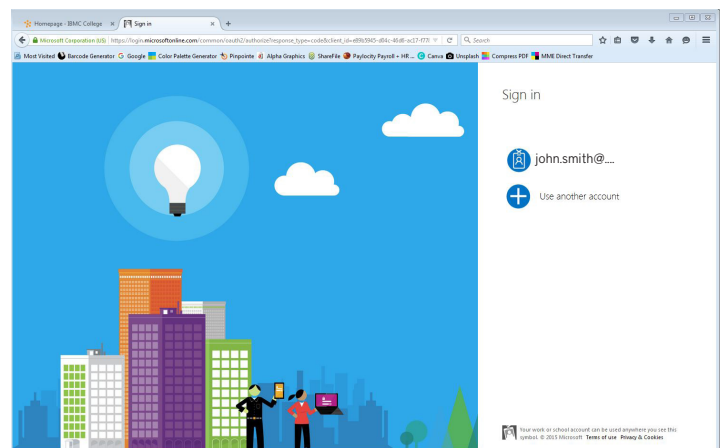
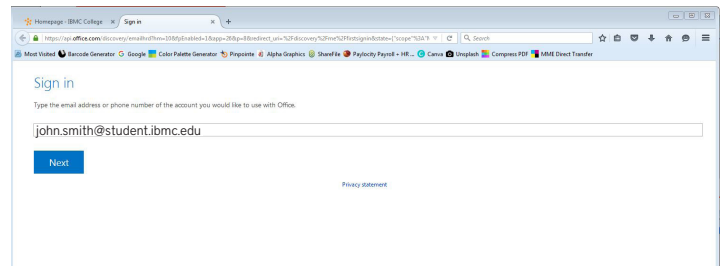
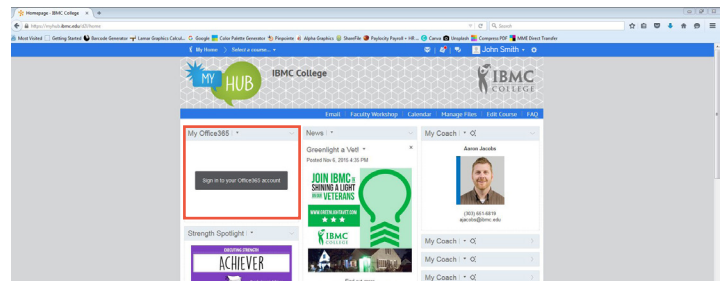
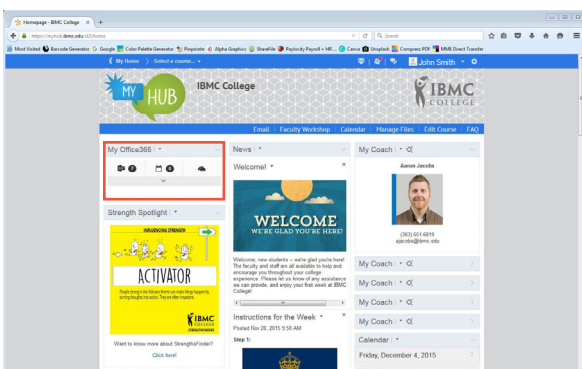
Email: firstname.lastname@student.ibmc.edu (*john.smith@student.ibmc.edu*)

- » Click **Next**
- » If it's not already selected, **click on your name**. This should bring up a password box. **Type in your password.**

HINT:

Password: career and the last four numbers of your Social Security Number (*career8392*)

- » Click **Sign in**
- » When you log back into MyHub, you should be able to see your email now:



IF YOU GET AN ERROR SCREEN:

- » Go to <https://mail.ibmc.edu>
- » Type in your email and password
- » Click **Sign in**
- » If this doesn't work, please contact your Student Success Coach or instructor.