

# Student Email Login Information

To access your email you will need:

Email address  
Password

Access Microsoft Office 365 at:

<http://outlook.com/owa/MaryImmaculateCollege.onmicrosoft.com>

\*Tip: Save this as a favourite on your toolbar

To login, enter:

**IDNumber@micstudent.mic.ul.ie**

Enter your password:

Office 365

Work or school account

someone@example.com

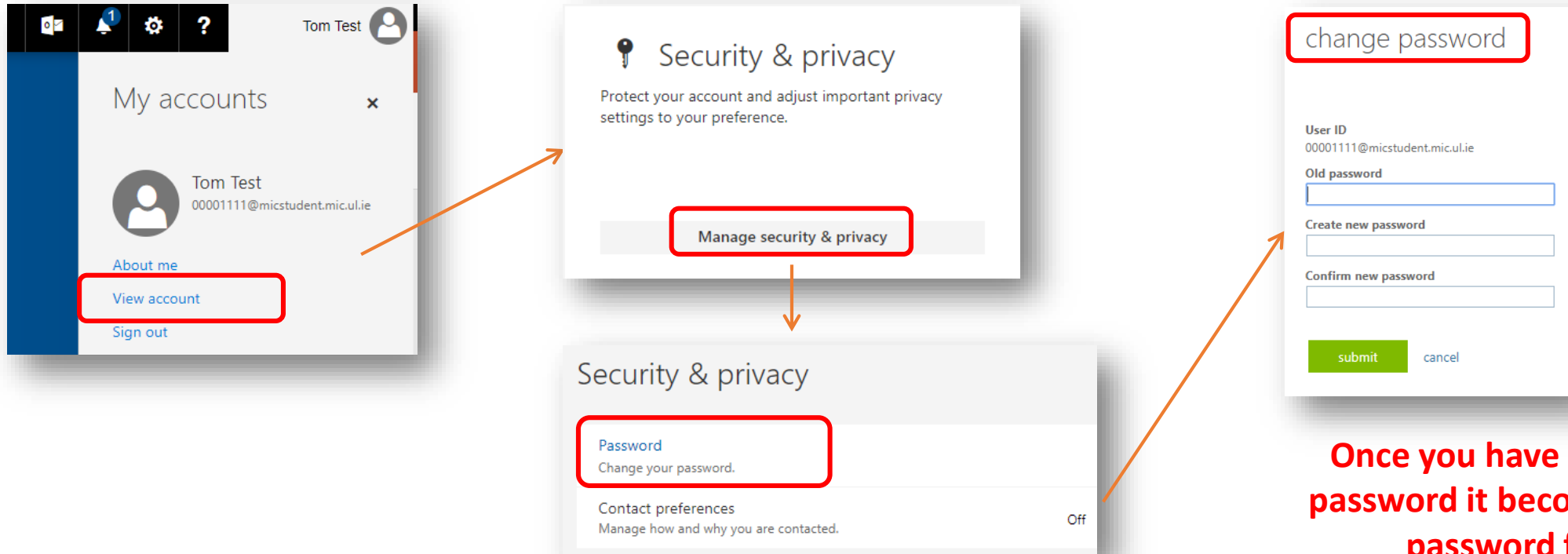
Password

Keep me signed in

Sign in

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

# Changing your Password



**Once you have set your password it becomes your password for:**

- Student Email (Office 365)**
- Moodle**
- Campus Wifi**
- LAN**
- Library Resources**

Reset your password. Your new password must have:

- **8 characters** minimum – *Cannot be part of your name*
- A **capital** letter and a **number**
- A **special character** such as ?@\$!%
- **Forgot your password? Reset it via**  
<https://passwordreset.microsoftonline.com>