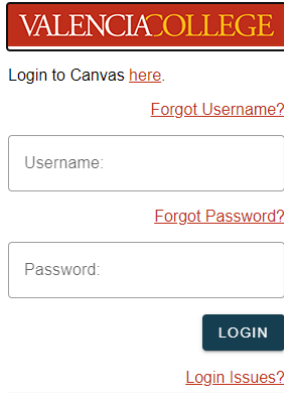


# How to Access Your Student Atlas Email Account

1. Log in to your Atlas account at <https://valenciacollege.edu/atlas>



VALENCIA COLLEGE

Login to Canvas [here](#).

[Forgot Username?](#)

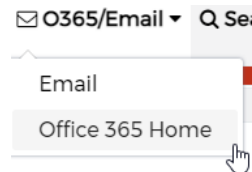
Username:

[Forgot Password?](#)

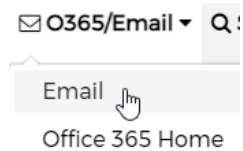
Password:

**LOGIN**

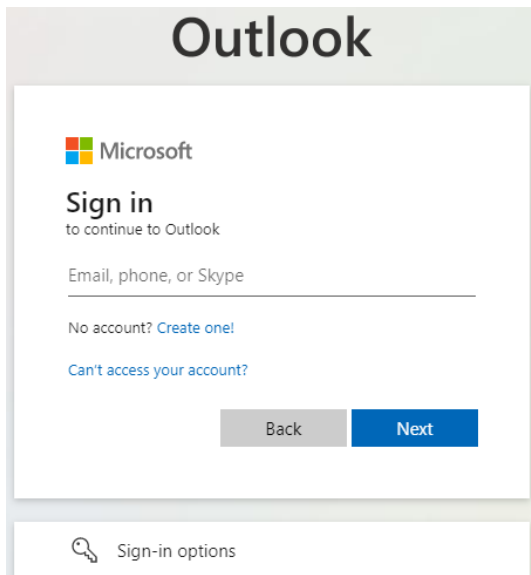
[Login Issues?](#)




2. On the upper right, click on the **O365/Email** drop-down:



3. Select **Email**:
4. You may see a **Sign in** page for Microsoft Outlook:



## Outlook

 Microsoft

### Sign in


to continue to Outlook

Email, phone, or Skype

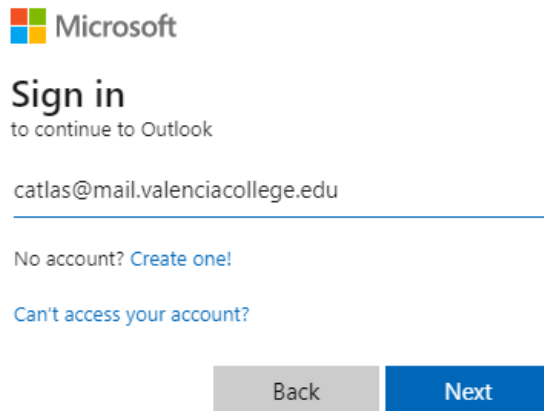
No account? [Create one!](#)

Can't access your account?

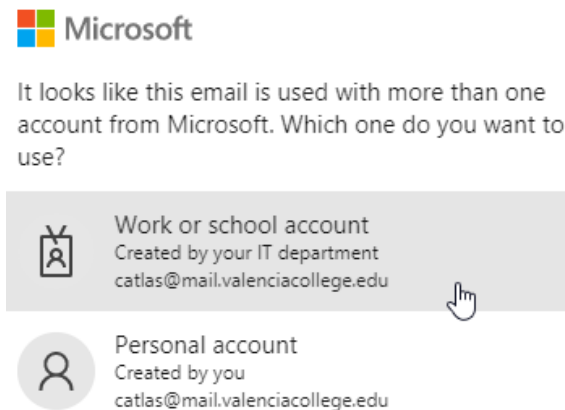
**Back** **Next**

 Sign-in options

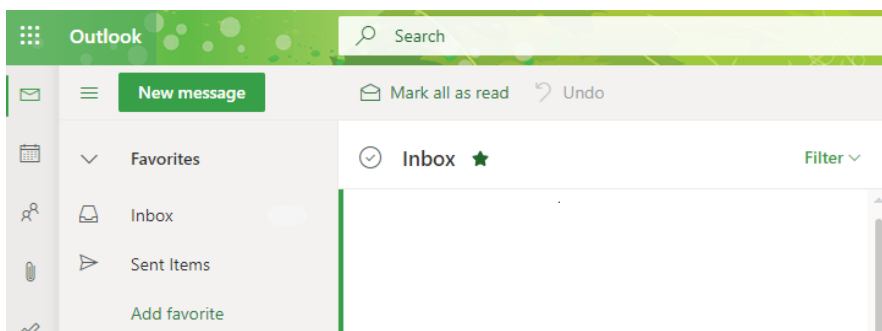
5. Enter your Atlas Email address (note: your Atlas Email address is your Atlas username and @mail.valenciacollege.edu—example: [catlas@mail.valenciacollege.edu](mailto:catlas@mail.valenciacollege.edu)) and click **Next**:



6. You may be asked to select which account you would like to use; select the **Work or school account** that indicates it was **Created by your IT department**:

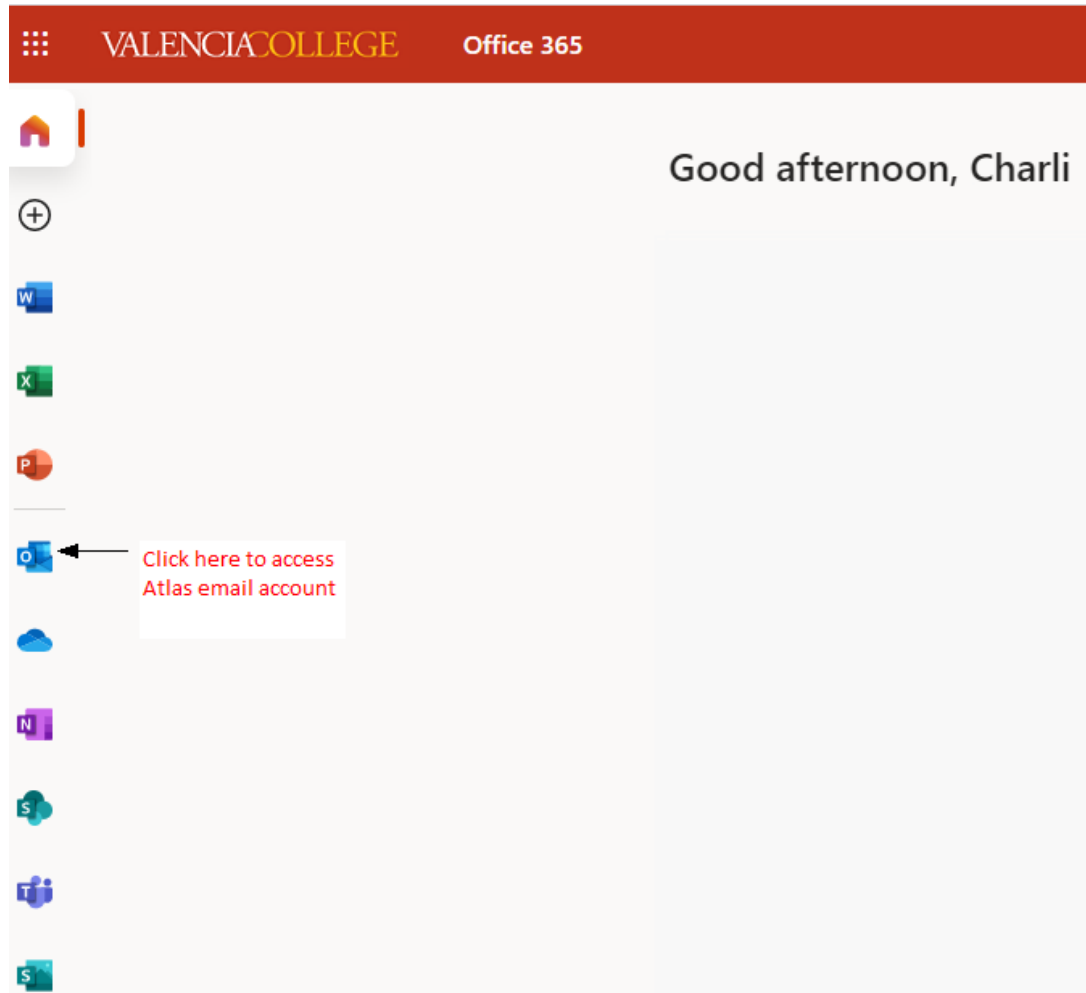



7. You may be prompted to sign into Atlas again; log in again with your Atlas credentials (note: your initial log in session will still be open in another tab of your browser—this is okay).
8. After you have logged in the second time, you will either be directed right to your Atlas email account:



## OR

You may be directed to the Office 365 landing page:



Click on the  icon on the left side of the page to get to your Atlas email account.

**Did you receive an “Error 500-account cannot be found” message after clicking on Email in the O365/Email drop-down?**

1. Keep the browser page with the error message open; open a new tab in your browser and enter [login.microsoftonline.com](https://login.microsoftonline.com) in the address bar.

2. If you are prompted to enter a username, enter your Atlas email address (example: [catlas@mail.valenciacollege.edu](mailto:catlas@mail.valenciacollege.edu)) and use your Atlas password. You should be directed to Office 365.
3. Verify that you are in Valencia College's Office 365 account. If you are in the Office 365 account of a different organization, log out/sign out of that organization's account. The **Sign Out** option is located on the upper right by clicking on the user initials:



- a. After logging out of the other organization's Office 365 account you will be redirected to the Microsoft Office login page.
- b. At the Microsoft Office login page, you will be prompted to select an account:



## Pick an account



Use another account

- c. Click on
- d. Enter your Atlas login credentials:



## Sign in

Email or phone

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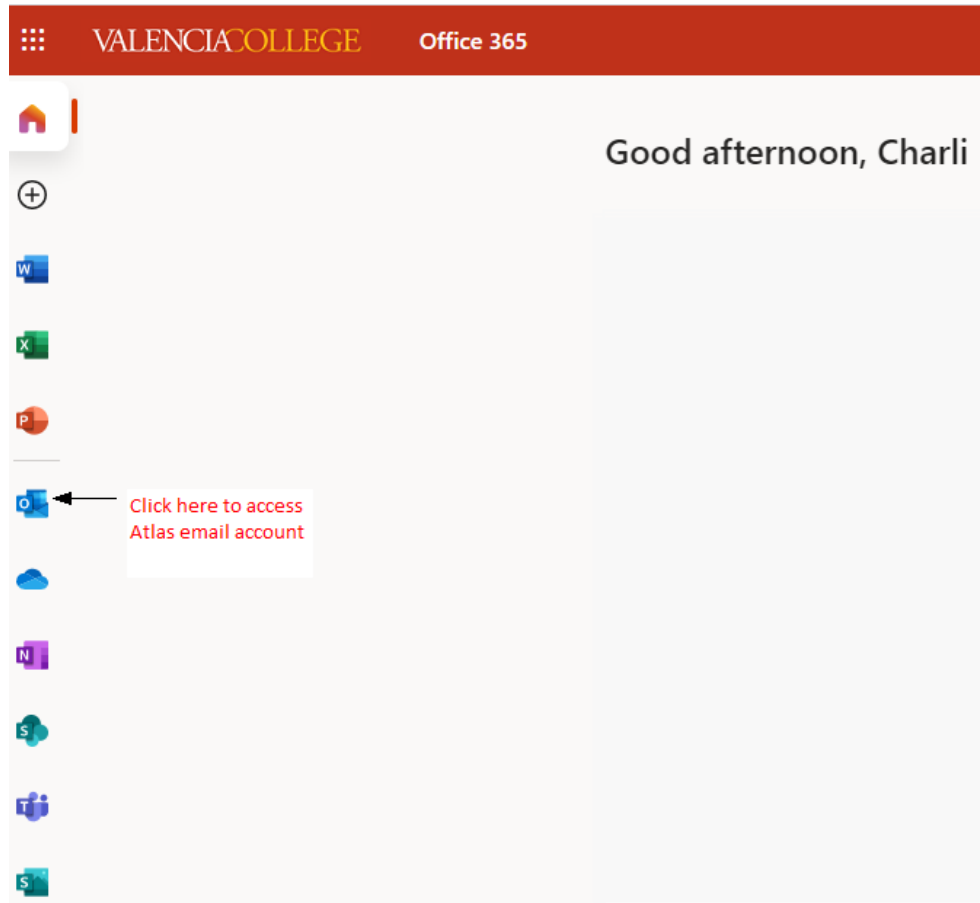
[Can't access your account?](#)


[Sign in with a security key](#) (?)

Back

Next

- e. You should now be logged into Valencia College's Office 365 account:



Click on the  icon on the left side of the page to get to your Atlas email account.

**Need help?**

**Please contact the Atlas Student Help Desk at 407-582-5444 or [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu).**