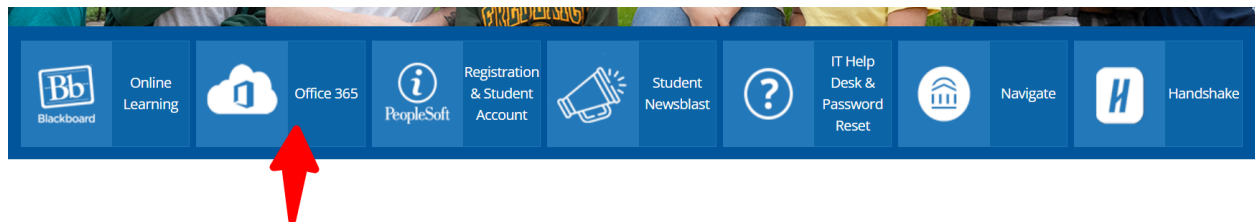


# How to log on to FCC Outlook email

Your username for Outlook email will be W + ID#@myfcc.frederick.edu  
(ex. W1234567@myfcc.frederick.edu)

**To access Outlook email on your computer browser:**

- 1) Go to you MyFCC Student Portal: <https://myfcc.frederick.edu/>
- 2) Click on "Office 365".



- 3) Your username for Outlook email will be W + ID#@myfcc.frederick.edu  
(ex. W1234567@myfcc.frederick.edu) Use the Same password you use for Blackboard and all other FCC apps.

*[Your student email address is your first initial + last name + last three digits of your student ID@myfcc.frederick.edu (Example: JSmith567@myfcc.frederick.edu)]*

How to Add Email to your Phone	Best Practices for Using Email
<p>This is highly recommended to help you build the habit of frequent checking.</p> <p>Download Outlook App and sign in with FCC email credentials.</p> <ul style="list-style-type: none"> <li>For <a href="#">iphone</a> users</li> <li>For <a href="#">Android</a> users</li> </ul> <p>You can also have your FCC emails forwarded to a personal email account that you check regularly.</p> <p>You can also consider adding the <a href="#">Blackboard app</a> to your phone, as well!</p>	<ul style="list-style-type: none"> <li>Provide a greeting</li> <li>Keep your message clear and concise</li> <li>Use complete sentences</li> <li>Check your spelling and grammar</li> <li>Quote others when appropriate</li> <li>Include a descriptive subject line</li> <li>Only use capital letters as necessary as ALL CAPS can be seen as raising one's voice online</li> <li>Sign your name!</li> </ul>