# CHATFIELD COLLEGE

Directions for accessing your email on Microsoft Online

You can access your Outlook email, calendar, and files from any device through Outlook.com. In addition, Outlook.com allows you to have the same functionality in a browser as in the Outlook app installed on your computer.

Step 1: Go to www.outlook.com and click the "Sign in" button on the top right-hand side of the page.
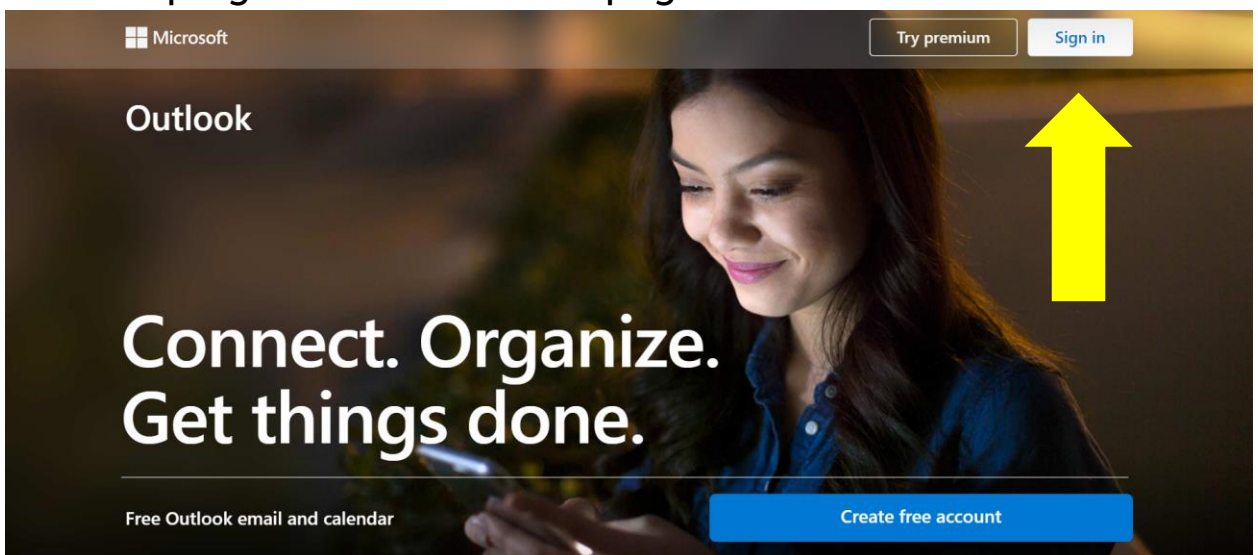

Step 2: On the next screen, type in your Chatfield email address. Students' email will be: firstname.lastname@my.chatfield.edu. After you type in your email, click the next button.
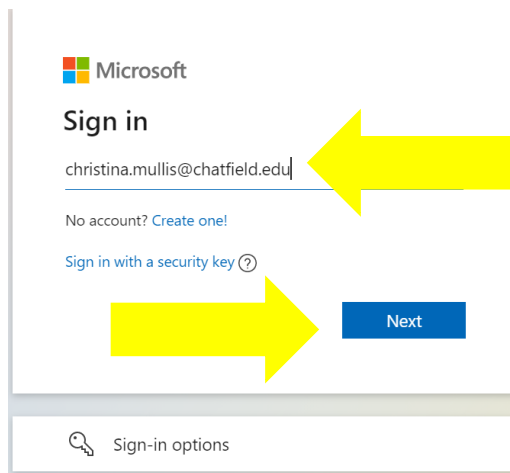
Step 3: Enter your password for your Chatfield email and click next.

If you have set up Authenticator, you will be asked to approve your login.

You can create new emails by clicking the "New message" button on the top left of the screen.
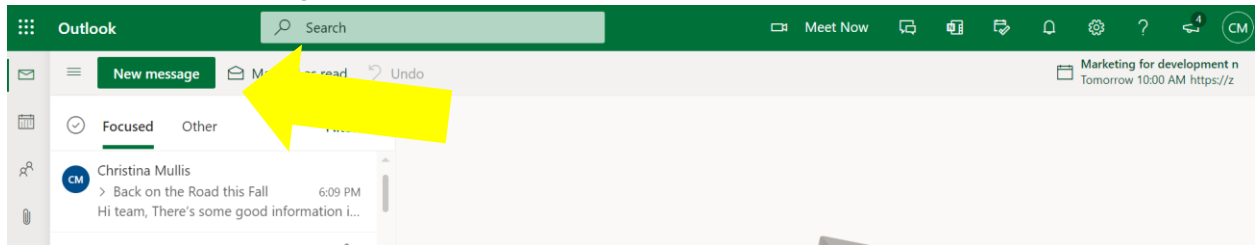
If you need help or forgot your password, please send an email to ccithelp@chatfield.edu