Access your Email after Go-live (February 24, 2023):
Log into the M365 Suite of applications that includes the Outlook Web Application (OWA): [https://login.microsoftonline.com/](https://login.microsoftonline.com/)

Use your CUNYfirst user ID (example: FName.LName##@login.cuny.edu) and password.

Multifactor Authentication (MFA): First Time Activation
Go to [https://login.microsoftonline.com](https://login.microsoftonline.com) and to log into your Microsoft Office O365 account. Click Sign in. The More information required box will appear, click Next. You will be prompted to the Additional security verification page.
Select Authentication phone and select your country or region (e.g.: United States +1). Enter your phone number and select your method of receiving a code via call or text message. Then click Next. You can add more than one number.
Enter the verification code and click Verify. Click Done when the verification is successful.

Your new Email address:
CUNYfirstID@citytech.cuny.edu
(example: FName.LName##@citytech.cuny.edu)
But, your legacy CityTech Email address will become an alias and therefore, you will still receive messages to that address.

Example Email across CUNY

Get Help:
For questions or help, contact the Administrative Helpdesk at (718) 260-5626, Helpdesk@citytech.cuny.edu, Namm 901. See the Migration Website for Resources & Other information guides: [https://it.citytech.cuny.edu/email-migration.aspx](https://it.citytech.cuny.edu/email-migration.aspx)
**Setup Outlook Client:**

**For Windows Users:**

Your desktop Outlook client will NOT work after Go-live and must be reconfigured to communicate with your new mailbox. On February 24, the ‘Outlook’ Profile will be deleted and you maybe prompted to create a new profile. If prompted, enter (M365 as the new profile name) and follow the prompts to input your CUNYfirst credentials *(which will be your CUNYID@login.cuny.edu and the CUNYfirst password)*. This action will create a new ‘Outlook’ profile which will allow you to configure and access your new Email on the Outlook client.

**Note:** If you are not prompted, please reach out to the Helpdesk for assistance.

**For Mac OS Users:**

You will need to manually delete or change the Email profile to communicate to the new mailbox. See the Project website for details: [https://it.citytech.cuny.edu/docs/email_migration/Mac/Adding_M365_Outlook_Client.pdf](https://it.citytech.cuny.edu/docs/email_migration/Mac/Adding_M365_Outlook_Client.pdf)

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**Mobile Device Email setup:**

- **Android**

- **OS**

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**Systems & Credentials Summary**

<table>
<thead>
<tr>
<th>Systems</th>
<th>Login Credentials</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNYfirst</td>
<td>CUNYfirst @login</td>
<td>FName.LName##@login.cuny.edu</td>
</tr>
<tr>
<td>City Tech CUNY M 365 Email</td>
<td>CUNYfirst @login</td>
<td>FName.LName##@login.cuny.edu</td>
</tr>
<tr>
<td>City Tech Desktop computer</td>
<td>City Tech @login</td>
<td>FNameInitialLName - J Doe</td>
</tr>
<tr>
<td>City Tech WiFi access (NYCCT or CityTech-Wifi)</td>
<td>City Tech AD account</td>
<td>FNameInitialLName - J Doe</td>
</tr>
<tr>
<td>Zoom</td>
<td>CUNYfirst @login</td>
<td>FName.LName##@login.cuny.edu</td>
</tr>
<tr>
<td>Adobe</td>
<td>City Tech AD Account &amp; Password you created</td>
<td><a href="mailto:FNameInitialLName@citytech.cuny.edu">FNameInitialLName@citytech.cuny.edu</a></td>
</tr>
<tr>
<td>Eduroam</td>
<td>CUNYfirst @login</td>
<td>FName.LName##@login.cuny.edu</td>
</tr>
<tr>
<td>Dropbox</td>
<td>CUNYfirst @login</td>
<td>FName.LName##@login.cuny.edu</td>
</tr>
</tbody>
</table>