

Technology Orientation for Students

Step-by-Step Guide to Microsoft 365, Email, Moodle, etc.

1. Logging into Microsoft 365

Sign in to <https://office.com> from a web browser and start using the apps on the web or access other web services associated with your account such as OneDrive.

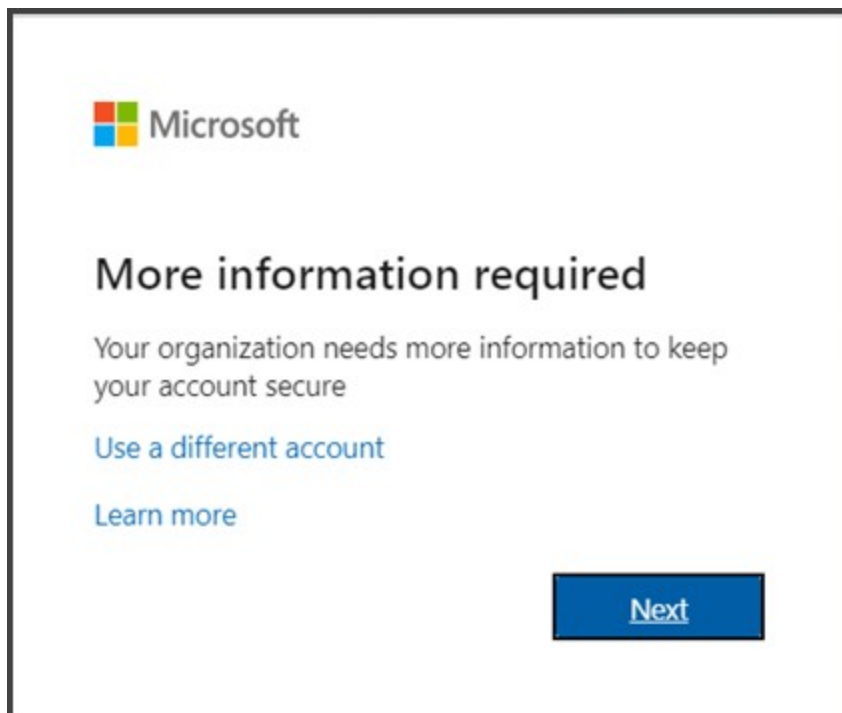
1. Go to <https://office.com/> and select **Sign In**.
2. Enter your email address and password. This will be the username and password you received during registration.

Note: If this is your first time logging in, you should be prompted to set up multi-factor authentication.

2. Setting Up Multi-Factor Authentication (MFA)

By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first enter your password and, when prompted, you also type a dynamically generated verification code provided by an authenticator app or sent to your phone.

1. Sign in to Microsoft 365 with your work or school account with your password like you normally do. After you choose **Sign in**, you'll be prompted for more information.



2. Choose **Next**.
3. The default authentication method is to use the **free Microsoft Authenticator app**. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it installed there is a link provided to download it.

If you would rather use SMS messages sent to your phone instead, select **I want to set up a different method**. Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.


Tip: For a faster, and more secure, experience we recommend using an authenticator app rather than SMS verification.

4. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

Note: Generally, you'll only need the additional verification method the first time you sign into a new app or device, or after you've changed your password. You shouldn't be asked for the additional verification code on a daily basis, however, if you are, please contact the Help Desk.


3. Changing Your Password

Now that you have successfully set up MFA, you will need to change your password, follow these steps:

1. Navigate to <https://www.office.com/>.
2. Go to the  icon on the top right hand corner **Settings > Password**.
3. Enter your old password.
4. Create a new password and confirm it.
5. Select **Submit** to finish and change your password.

Note: If you are having trouble following the steps above, please view the following video <https://www.microsoft.com/en-us/vidoplayer-nocookie/embed/RWe8JR?pid=ocpVideo1&maskLevel=20&market=en-us> or contact the Help Desk.

4. Accessing Outlook

1. Go to <https://outlook.office.com>.
2. If you're not automatically signed in with your school account, follow the prompts to enter the email address and password for your school account. Follow any two-factor authentication prompts you may have previously set up for this account.
3. If you're already signed into <https://www.microsoft365.com/>, select **Outlook** from the  app launcher.)
4. You can also download the Outlook App from your phone's application store.

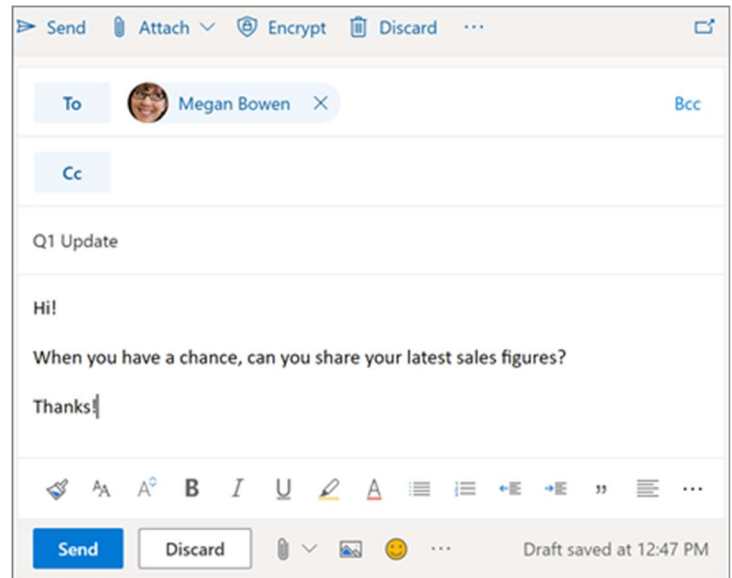
5. Using Outlook on the web

Creating and sending email is the foundation of any email app and Outlook on the web lets you stay connected on any device, wherever you are. As you switch from Gmail to Outlook, there are a few differences you'll want to be aware of, such as Outlook's **Focused Inbox** or how you share files using OneDrive. Read below to learn more.

Compose an email

1. Select **New message**.
2. Add recipients, a subject, and type your message.
3. If you want to send a file, select **Attach**.
4. Select **Send**.

Note: Your email draft is saved automatically as you work on it. Select **Discard** if you want to delete the message.

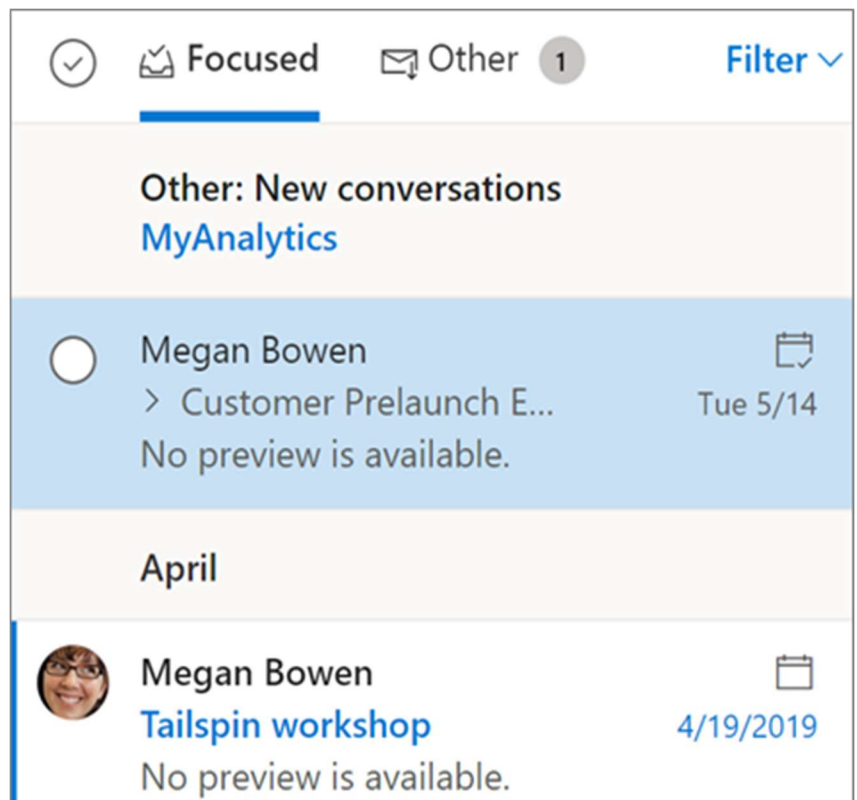


Read email




- Unread messages are **bold**. Select a message and it appears in the reading pane.
- With **Focused Inbox**, Outlook sorts messages into **Focused** and **Other** tabs to keep you focused on what matters most.

Note: You can let Outlook know if you want messages in **Focused** or **Other**. To turn **Focused Inbox** off, select **Settings** and select the toggle next to **Focused Inbox**.

- Your messages are grouped in **Conversation view**. This keeps the original email and all replies together. In **Settings**, you can view **Newest messages on top**, **Newest messages on bottom**, or turn conversation view **Off**.



Reply to email

1. Select the email or thread you want to respond to.
2. Within the reading pane, select **Reply** , **Reply All** , or **Forward** .
3. Type your response and select **Send**.



6. Automatic Forwarding Your Email


You can automatically forward your email messages in Outlook.com. This is useful if you want to read and respond to messages from another email account or when you want someone else to receive and respond to your email in your absence.

Notes:

- Forwarded messages appear as messages that are forwarded from your account. This means that replies to those messages will automatically be addressed to your account, and not to the original sender.
- If you want replies to messages that are automatically sent to another address to go to the original sender, [Use rules to automatically forward messages](#) to create a redirect rule.

Set up automatic forwarding

Note: If two-step verification isn't turned on for your Microsoft account, you will be prompted to enable it when you turn on forwarding.

1. In Outlook.com, select **Settings** .
2. Select **Mail** > **Forwarding**.


Note: If two-step verification is enabled, you will be prompted again to verify your identity.

3. Do one of the following:
 - To turn on forwarding, select **Enable forwarding**, enter the forwarding email address, and select **Save**.
Note: Select the **Keep a copy of forwarded messages** check box if you want a copy of the original message to remain in your mailbox.
 - To turn off forwarding, clear **Enable forwarding** and select **Save**.

7. Saving a File to OneDrive

Using OneDrive can help you stay organized, collaborate more effectively, and ensure your files are always accessible and secure.

Use OneDrive in your browser

1. Sign in to office.com, select the  app launcher and then choose **OneDrive**.
2. Under **My Files**, pick a file or folder by selecting the circle in the upper corner of the item, and then select a command at the top of the page.

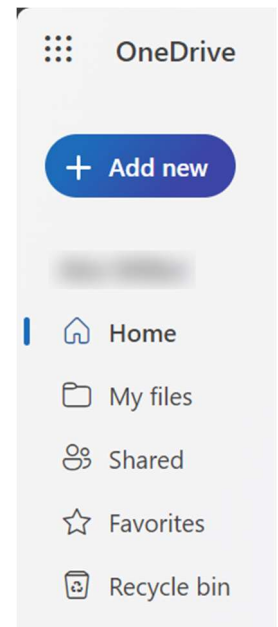


You can store over 300 types of files on OneDrive. With Microsoft Edge or Google Chrome:

1. Select **+ Add new**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Upload**.

With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.



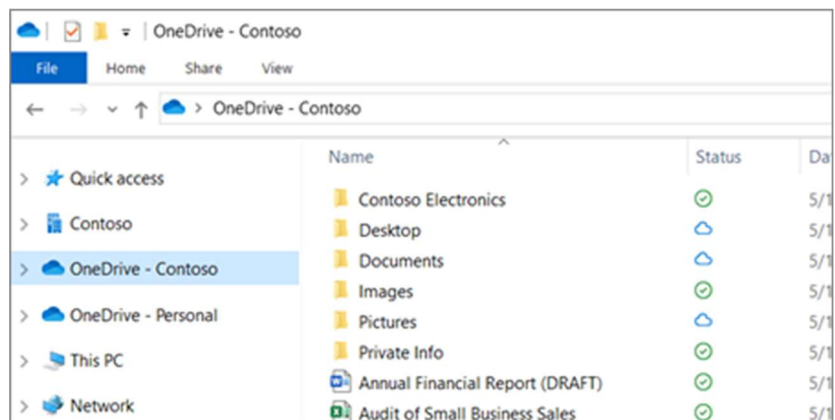
Use OneDrive on your desktop

If you use Windows 10 or 11, OneDrive may have already asked you to sign in to sync your files.

In File Explorer, select: **OneDrive – The College of Westchester**.

If OneDrive isn't set up, see:

- [Sync files with OneDrive in Windows](#)
- [Sync files with OneDrive on Mac OS X](#)

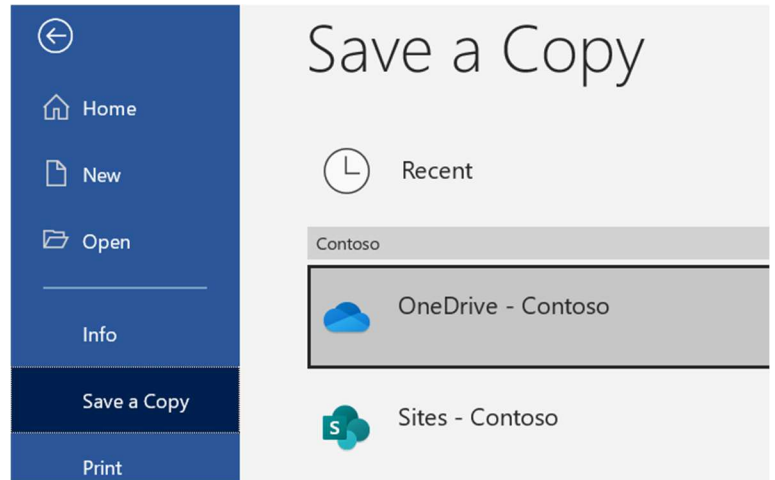


Save and open files in your Office apps

- Select **File > Save a Copy > OneDrive – The College of Westchester** to save a work file to OneDrive.

Save personal files to **OneDrive - Personal**.

- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.



Note: If you are having trouble following the steps above, please view the following video <https://www.microsoft.com/en-us/vidoplayer-nocookie/embed/RE38OPa?pid=ocpVideo1&maskLevel=20&market=en-us> or contact the Help Desk.

8. CW Everywhere App

Open the App store on your phone, search for CW Everywhere, download and install the app

Select **Login**, enter your username and password

Select **Active Student**, Select **Next**

Select **Allow for Notifications**, Select **Done**

9. Accessing Moodle

Sign in to <https://moodle.cw.edu> from a web browser and start exploring the Learning Management System.

1. Go to <https://moodle.cw.edu> and select **Login via M365**.
2. A Microsoft login window will appear. Enter your Microsoft 365 email address and click “Next”.
3. Enter your Microsoft 365 password and click “Sign In”.

Note: If you are not already logged into Microsoft 365, you may need to complete additional verification steps, because multi-factor authentication (MFA) has been enabled.

Username

Password

Log in

[Lost password?](#)

Log in using your account on:

Login via M365

Cookies notice

10. Accessing Cisco Network Academy

Readings and assignments for certain classes may be located on the Cisco Network Academy website (unless otherwise stated). Please log on to the Cisco Academy website to access both.

1. To access the Cisco Network Academy website, go to <http://netacad.com> and choose "**Login**".
2. Enter your **Netacad** username and password.
3. Choose and launch your **Introduction to Networks** course.

11. McGraw Hill Connect

Help with Access Codes

- Access codes are title specific.
- Each access code can only be used once.
- If your access code is for a different version or edition of a title, the code will not work.

Access Code Troubleshooting

- Carefully enter your code paying close attention to similarities between 1 and l's and zero and O's.
- If you have a damaged or scratched-off code, call or chat with our support team. You'll need to provide a photo or scanned copy of the front and back of the access card showing the damaged or scratched-off code. We can provide a replacement code if your code has not been used.
- If you receive an error message when entering your code, call or chat with our support team.
- Click <https://mhedu.force.com/CXG/s/article/Connect-I-did-not-receive-a-registration-code-with-my-text-book> if you did not receive a registration code with your textbook purchase.

General Registration Information

When registering for Connect, navigate to the Connect section URL provided by your instructor. From there, you have 3 registration options:

- Use a Connect access code
- Purchase Connect Access
- Register for Temporary Access

Tech Support Representatives for McGraw Hill

Visit the <http://mpss.mhhe.com/> or contact us below:

Email & Live Chat: <https://mhedu.force.com/CXG/s/ContactUs>

Sunday: 12:00 PM to 12:00 AM EST
Monday-Thursday: 24 hours EST
Friday: 12:00 AM to 9:00 PM ET
Saturday: 10:00 AM to 8:00 PM ET

Friday: 8:00 AM to 9:00 PM ET
Saturday: 10:00 AM to 8:00 PM ET

Phone: [\(800\) 331-5094](tel:8003315094)

Sunday: 12:00 PM to 1:00 AM EST
Monday-Thursday: 8:00 AM to 1:00 AM EST