HOW TO...

ACTIVATE YOUR STUDENT EMAIL
Your email address is your Ohlone username@student.ohlone.edu (for example, jdoe24@student.ohlone.edu) and your password is your Ohlone Accounts password.

STEP 1
APPLY TO OHLONE COLLEGE
https://www.ohlone.edu/go/applyonline (Click here)
Wait to receive an email from Ohlone College with your Ohlone Student ID number. (7 digit number most likely starting with 05*****)

STEP 2
CREATE YOUR OHLONE STUDENT ACCOUNT LOG IN
Go to https://accounts.ohlone.edu/
Use your ID you receives in the welcome email to create your Ohlone Account.

STEP 3
SYNCHRONIZE YOUR ACCOUNT
1. Click on Manage Your Ohlone Account
2. Click Synchronize your Account
3. Enter your password you created and push submit
NOTE: Steps 1-3 only need to be completed one time. After you activate your email, you can skip to step 4 each time to log in.

STEP 4
LOG INTO STUDENT EMAIL
https://outlook.office.com/student.ohlone.edu
1. From Ohlone home page; click "Online Services" on the top navigation bar and select Student Email
2. Log into your email with your Ohlone Accounts username@ohlone.edu and password

CHECK YOUR EMAIL DAILY!