The student email address is also provided to students on the Citrus College Welcome Letter. You can also access your email doing the following steps:

1. Go to **WingSpan** at [https://WingSpan.citruscollege.edu](https://WingSpan.citruscollege.edu)
2. Click on the link **Enter Secure Area** and enter WingSpan login information
3. Select the **Personal Information** tab
4. Click on the Link for **View Email Addresses. (Figure 1)**
5. Your email address will be listed under the sub-heading **Citrus College Email.**

![Figure 1](attachment://Figure_1.png)
How do I access my student email?

1. Go to https://www.outlook.com/student.citruscollege.edu (Figure 2)
2. In the OFFICE 365 section enter: The full student email address.
   Example: Johdoe123@student.citruscollege.edu
3. PASSWORD: Password will be upper case “C” lower case “c” and date of birth in “mmddyyyy” format, placed all together: Cmmddyyyy (ex. Cc02281981)
   Note: Students who applied to the college prior to August 2013, your temporary password would be your DOB only: MMDDYY
4. You will then be prompted to change your password.
   Note: It will ask you to enter OLD PASSWORD, enter your temporary password once more.
How to Reset Student email on Office 365

Click here to access your email accounts.

NOTE: The URL to access your email has changed.

Microsoft Office 365 @ Citrus College

Citrus College has partnered with Microsoft to provide advanced email accounts for students - Microsoft Office 365 for education. There are two separate accounts for students to access:

Account 1. Email - Office 365 Account
You will continue to use Microsoft Outlook Web App or Microsoft Outlook to view and send email from your school account, but you will sign in at https://outlook.com/student.citruscollege. Citrus uses the same username and password you currently use.

Account 2. Personal Microsoft Account - OneDrive, Messenger, Other Microsoft Services
This personal account will give you access to all existing OneDrive content, Messenger, and other Microsoft services. You will use the same username and password that was used to access LiveEdits. Note that Citrus College no longer administers this.
Reset your password

User verification

To reset your password, begin by entering your user ID and the characters in the picture or audio below.

* User ID: johdoe123@student.citruscollege.edu

![Image](xyyd6mkg.png)

Enter the characters in the picture or the words in the audio.

Next  Cancel

Enter your Citrus College email (Example on the left)

Enter Characters are NOT case sensitive

When complete click “Next”
Reset your password

Your account is not enabled for password reset

We're sorry, but your administrator has not set up your account for use with this service.

If you'd like, we can contact an administrator in your organization to reset your password for you.

Reset your password

Your admin has been notified

Only your admin can reset your password. To assist you, we've sent an email to your admin requesting a password reset. Note that this request could take some time to complete, depending on your organization’s support policies. Contact your admin or helpdesk for any further assistance.

When this page is reached, your reset request has been completed.

When a password reset request is made between the hours of 8 a.m. and 4 p.m. Monday through Friday, the reset will be completed AFTER 5 p.m. the same day. If a request is received AFTER 4 p.m., it will be completed by 9 a.m. the following weekday morning.

Password will be reset to upper case "C" lower case "c" and date of birth in "mmddyyyy" format, placed all together, shown below: Ccmmddyyyy (ex. Cc02281981)
How to Update Password after it has been reset

You must update your password because this is the first time that you've signed in or your password has expired.

* Old password: 
* New password: 
* Confirm new password: 

After clicking save, you may need to login with your new password to access your email.
Forwarding Student email to Personal email
First Login to your student email then go to Options

1. Click on the gear icon in the top right corner of the Office 365 interface.
2. In the dropdown menu, click on "Options".
New screen scroll down to Forwarding section

options

account
organize email
groups
site mailboxes
settings
phone
block or allow
apps

my account  connected accounts

Photo

John Doe
JOHDOE123@STUDENT

shortcuts to other things you can do
See email from all your accounts in one place
Set up an automatic reply message
Connect your mobile phone or device to your account
Connect Outlook to this account
Forward your email
Change your password
Import your contacts from an existing email account

Scroll down
Forwarding section

**Options**

- Organize email
- Groups
- Site mailboxes
- Settings
- Phone
- Block or allow
- Apps

**Account**

**Forwarding**

Type personal email here

Click here to start forwarding

Connect Office 365 to your networks

Connect to LinkedIn to add your connections as contacts and keep them up to date.