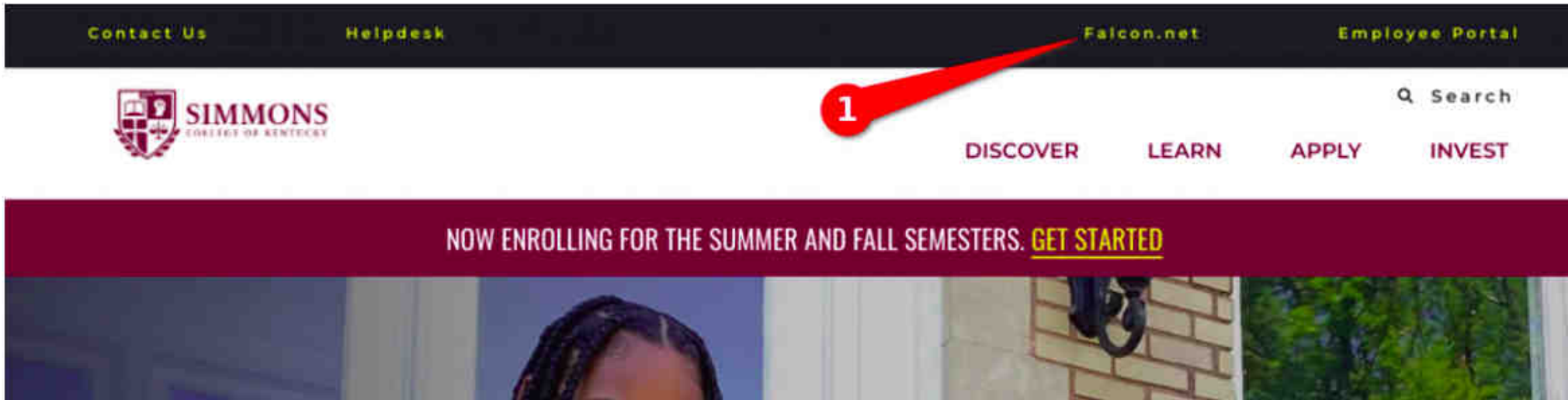


CONNECTING TO SIMMONS "OFFICE 365"



1. From the top of the Simmons Website click Falcon.net



2. Click the Simmons Email button



Canvas LMS



FALCON PORTAL

[STUDENT](#) | [ADMIN](#) |
[FACULTY](#) | [ALUMNI](#)



Simmons

2



Simmons Email
MS Office 365
One Drive
Teams



Time Tracking



Handsha
and Ca

3. Enter your Simmons email address

A screenshot of a web-based sign-in form for Simmons College. The form is white and centered on a dark red background with faint architectural silhouettes. At the top left of the form is the Simmons College logo. Below it, the text 'Sign in' is followed by 'to continue to Outlook'. A text input field contains the email address 'john.doe@simmonscollegeky.edu'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom right of the form is a blue button labeled 'Next'. A red callout bubble with the number '3' points to the email input field, and another red callout bubble with the number '4' points to the 'Next' button.

3

Sign in

to continue to Outlook

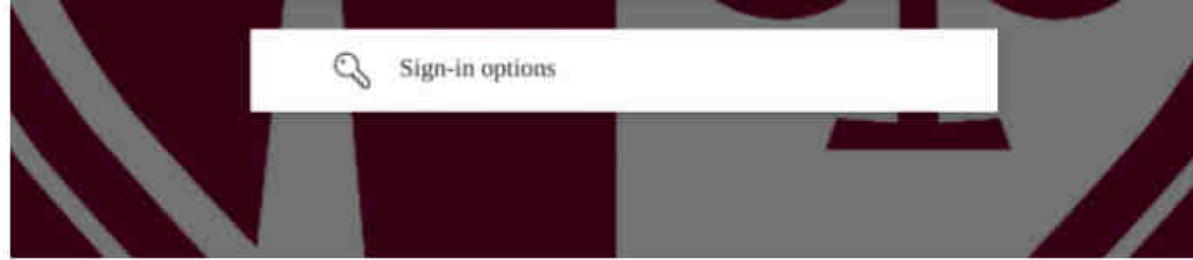
john.doe@simmonscollegeky.edu

No account? [Create one!](#)

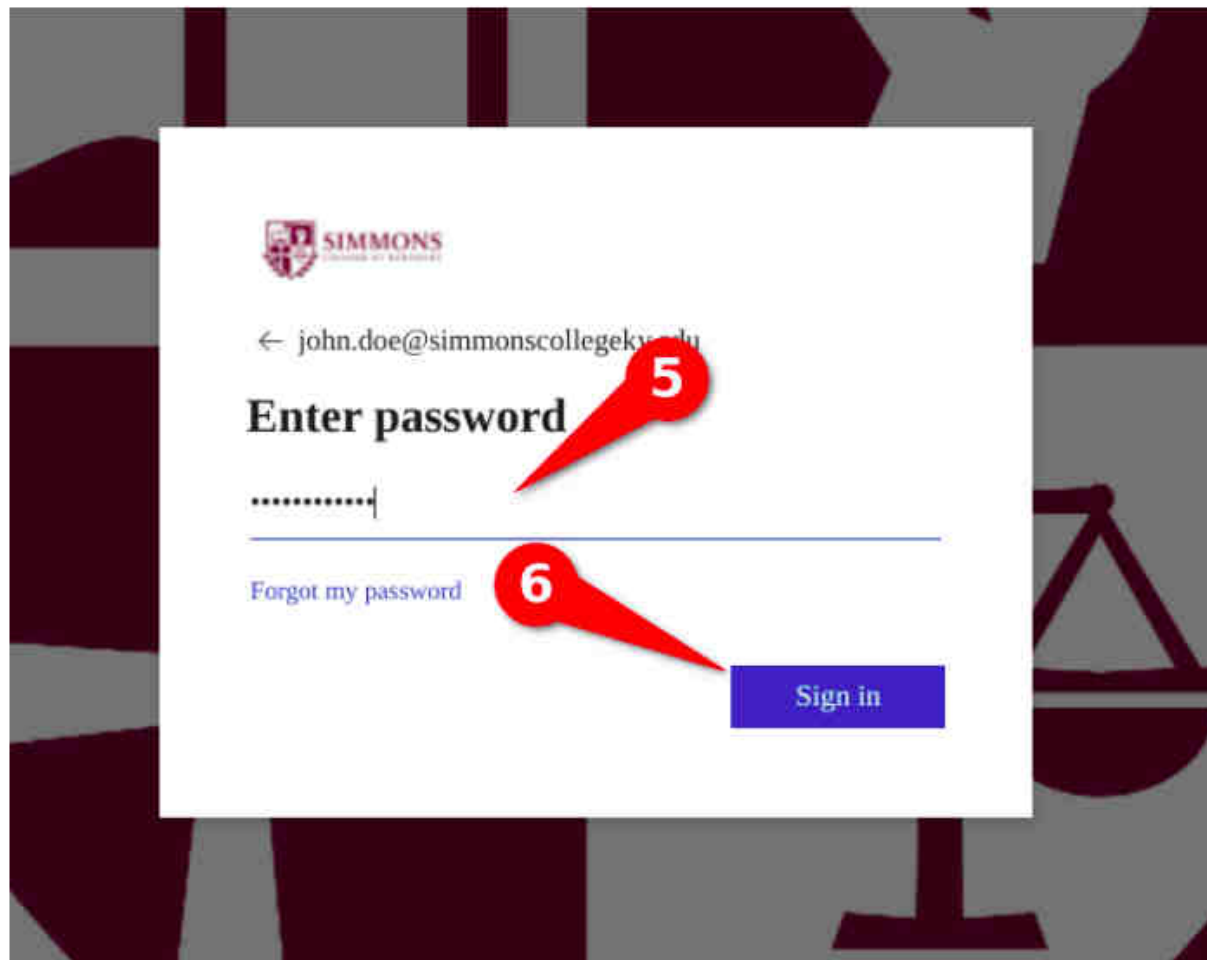
[Can't access your account?](#)

4

Next



4. First time signing in you will use the temporary password : Falcons2021\$



5. You are prompted to re-enter this temporary password, then change it to your permanent password.

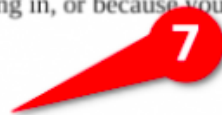


john.doe@simmonscollegeky.edu

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....



.....

.....|



Sign in

6. You now have access to Outlook Email, Word, Excel, PowerPoint, One-Drive, Teams, and many other applications.

