



# California Institute of Integral Studies

## Message sent to new students regarding their MyMail account

Hello STUDENT\_FIRST\_NAME, STUDENT\_LAST\_NAME,

Congratulations again on your acceptance to CIIS! We are pleased you have joined our community.

Now that you're admitted, CIIS will send all further communications to you through your university email account. You are expected to 1) check it regularly; 2) correspond with CIIS through it; and 3) not share your password. This assures that you, and only you, receive the emails we send, and that the emails we receive are coming from you, and not someone posing as you. This both keeps you apprised of important information, and helps protect your information and identity.

It is possible to set up the university account to redirect to a personal account, but you do so at your own risk. You are presumed to have received all emails sent to your university account, even if they do not get redirected, whatever the cause. Be aware that CIIS' online course platform, Canvas, will not redirect notifications, including log-in resets. Even students who set up their accounts to redirect must still contact CIIS with their university email for the reasons stated above.

In addition to email, CIIS electronically communicates using our website, our portal ([MyCIIS](#)), and our online learning management system ([Canvas](#)). Like all universities, we expect our students to read communications in a timely fashion and to be aware of all policies and deadlines. You are especially encouraged to read the full Student Communication, Transaction, and Email Policies, found in the Catalog and on the Academic Policies and Procedures page: <https://www.ciis.edu/academics/policies-and-procedures>

Note, CIIS cannot process transaction requests submitted via email, including those sent through the university account, or via telephone. We must receive them either by hard copy with a "wet" signature in person, by mail, by fax, or by scan; or electronically through MyCIIS.

The university email account is on the Outlook platform and is part of a suite of free Microsoft Office 365 applications now available to you such as Word, Excel, and PowerPoint, and storage on One Drive. These are all cloud-based and are accessible through a web browser.

CIIS owns these email accounts and reserves the right to lock or purge them for students who violate the conduct codes found in the Student Handbook.

To access your account, log in to <https://outlook.office365.com> and use the following:

**Email Address/Username:** [eokun@mymail.ciis.edu](mailto:eokun@mymail.ciis.edu)

**Temporary Password:** ThisisPAssword

During your first login, you will be prompted by Microsoft to create a new password and to setup your password recovery questions and answers.

If you need assistance with logging in, email [helpdesk@mymail.ciis.edu](mailto:helpdesk@mymail.ciis.edu).

Sincerely,

Helpdesk - MyMail Team

[helpdesk@mymail.ciis.edu](mailto:helpdesk@mymail.ciis.edu)

California Institute of Integral Studies

1453 Mission Street, San Francisco, CA 94103

Email login page: <https://outlook.office365.com>