1. Register for self-service password reset

Avoid losing access to student email, Canvas, and other student services!
a. Go to the password reset registration page at https://aka.ms/ssprsetup
b. Enter your email address and password provided by the college.
   (Call help desk at 698-2330 if you don't know your password.)
c. Set up at least one authentication method (phone, alternate email, and/or security questions).

2. Reset your password

a. Sign in at **portal.office.com**.
b. I know my password: Go to **Settings** ⚙ > **Password**.
c. I forgot my password: Select **Can't access your account?** Choose **Work or school account**. If you registered for self-service password reset, follow the directions to reset your password.

3. Forward student email to a personal account

Don't miss important information sent to your student email!
a. Sign in at **portal.office.com**.
b. Go to **Settings** ⚙ > **Mail**.
c. Choose **Forwarding**, then select **Start forwarding** and enter a personal email.

4. Student email and WebDMC

You may hear the term "WebDMC" used interchangeably. Just know that:
- Your student email address is your DMC username followed by @webdmc.delmar.edu. Check student email using **Outlook** in Office 365.
- WebDMC is another name for Web Advisor, the online portal used to register for classes and view grades at **delmar.edu/webdmc**.

5. Student email and Canvas Inbox

Messages sent via Canvas Inbox are separate from email sent via Outlook in Office 365. You may customize Canvas notifications to receive alerts in Outlook whenever you receive a message in Canvas.