How do I initialize my account? To initialize your account, you will need your current college SID and PIN credentials.


2. Click on “Set Up My Account.”

3. Review the parameters for your new password in the light yellow box. Enter your SID and PIN and desired password. Click “Initialize!”
4. After processing, you will be given your login credentials.

5. Save your login credentials for use beginning August 29. You can now close this page.
How do I access the Office 365 portal? (available Aug 29, 2016 and after)


2. Enter the username and password you created when you initialized your EAD account. Click Sign in.

3. After login, you will be connected to the main menu of the Office 365 portal. Select the “Mail” icon to access your messages.
I want to use the Outlook client. How do I delete my old Outlook profile and set up my new EAD profile?

1. Go to Control Panel. Select “User Accounts.”

2. Select “Mail.”

3. Select “Show Profiles.”
4. Click “Remove.” Click “Yes” in the popup box. Close the Mail window.

5. Launch Outlook. You will be asked to specify a profile name. Click “Ok.”

6. Select “Yes.” Click “Next.”
7. Enter the EAD login credentials you created when you used the "tools" site. (If you forget those, at tools.Seattlecolleges.edu choose "Get my Credentials") Click Next.

8. You will receive confirmation that your account has been set up. Click “Finish.”

9. Access mail in Outlook.