

# Logging into your new Sting Account for the First Time

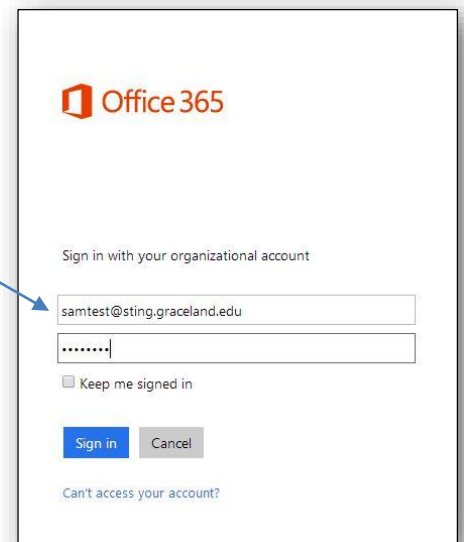
Log into **My Graceland** and click **Graceland Provided Email** (in the Quick Links section at the left)

Click **Employee Personal Email** to see your Sting Email address and Initial Password.

Sting Email	Initial Password	Link
sclegg@sting.graceland.edu	██████████	<a href="https://www.outlook.com/live.graceland.edu">https://www.outlook.com/live.graceland.edu</a> Use your full Sting email address as a username when you log in.

Click the **Link** to open the **Office 365** sign-in page in a new window

Enter your **Full Sting Email Address** as your user name  
Enter your **Initial Password** from My Graceland as your password



The image shows the Office 365 sign-in page. At the top is the Office 365 logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: the first contains the email address "samtest@sting.graceland.edu" and the second contains a masked password ".....". Below the password field is a checkbox labeled "Keep me signed in". At the bottom of the form are two buttons: "Sign in" (highlighted in blue) and "Cancel". At the very bottom, there is a link that says "Can't access your account?".

Click **Sign in**.

Create a new password



The image shows the Office 365 "Update password" page. At the top is the Office 365 logo. Below it, the text reads "Update password" and "You must update your password because this is the first time". The "User ID:" is listed as "samtest@sting.graceland.edu". There are three input fields: "\* Old password:", "\* New password:", and "\* Confirm new password:". At the bottom of the form is a blue "Save" button.

Click **Save**