1. Log into your Lotus Notes web account. Look for the email from: Chris Schroeder, subject: New or modified user account information.

2. Enter your **User Name (Sign In)** and select **Next**.

3. Enter your **Temporary Password** and select **Sign In**.
4. You will be prompted to update your password. Enter your Temporary Password (from step 3) under Current Password.

Enter a **New Password** -> **Confirm password**, select **Sign In**.
5. You will have access to your new Office 365 mail account and suite of products.

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