

# SPC Email

All students, faculty, and staff have a license to Office365.

- If you are not currently enrolled in courses, you will only have access to the web version of Office365. Once enrolled, you will be given a full license with the ability to download the full suite on your machine.

**\*\*Your Blackboard login will use Single Sign-On with your SPC Office365 account. Please login to your email before attempting Blackboard so that you can set up your two-factor authentication for the first time. Once signed in, navigate to Blackboard and it should automatically sign you in.**

1. Navigate to <https://www.office.com/> and select Sign in



2. Enter your MySPC username and add @southplainscollege.edu to the end.  
(Ex. [jdoe1234@southplainscollege.edu](mailto:jdoe1234@southplainscollege.edu))

3. The password page should show you the SPC logo. Enter your MySPC password.

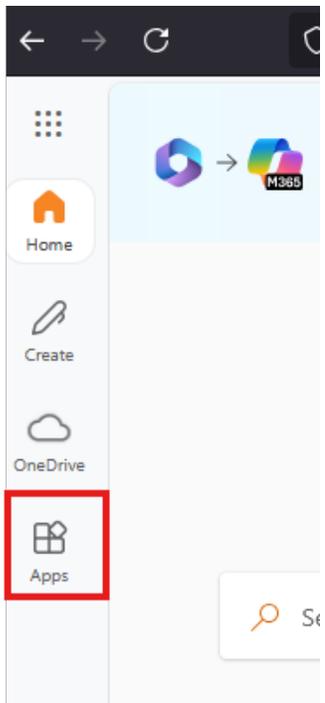


Faculty and Staff use SPC email address and password.

4. The first time you log in you will be prompted to set up two factor authentication.

Please see the instructions for 'Two Factor Authentication' found on the previous page.

5. Once logged in you will select Apps on the left hand side.



From there you can open Inbox (your email) or use any of the web versions of Office365 products.