



## Go, Patriots Mail!

The College of Central Florida provides students CF Patriots Mail accounts through Microsoft. The new student emails are required and are essential for student success. In addition to a reliable system for college communications, students have the benefit of Microsoft Office 365 ProPlus, including Word, PowerPoint, Excel, Access and OneDrive in the Microsoft cloud. The tools are available for up to five devices per account, which means a student can access from a personal computer, tablet, and/or cell phone on any browser. CF Patriots Mail also provides a professional email address for job-seeking students.

## Frequently Asked Questions

### How do I create a Patriots Mail account?

Current and incoming students are assigned a Patriots Mail account upon registration for classes. An account will be created within 24 hours of successful registration. Your username for your CF Patriots Mail account will be up to the first seven letters of your last name (or fewer if you have a short name) and some portion of your first name followed by @Patriots.cf.edu. For example, Emily Hendricks would have the email **hendrice@Patriots.cf.edu** and Glen Jones would have the email **jonesg@Patriots.cf.edu**. Individuals with a common name might have letters added to form a unique email. To verify that your email is active and to receive your Patriots Mail address, log in to the MyCF portal and click on the Patriots Mail tab.

### How do I get to the Patriots Mail login page?

To access the Patriots Mail login page, [click here](#). Find a link at the MyCF portal, or under current students at [cf.edu](#).

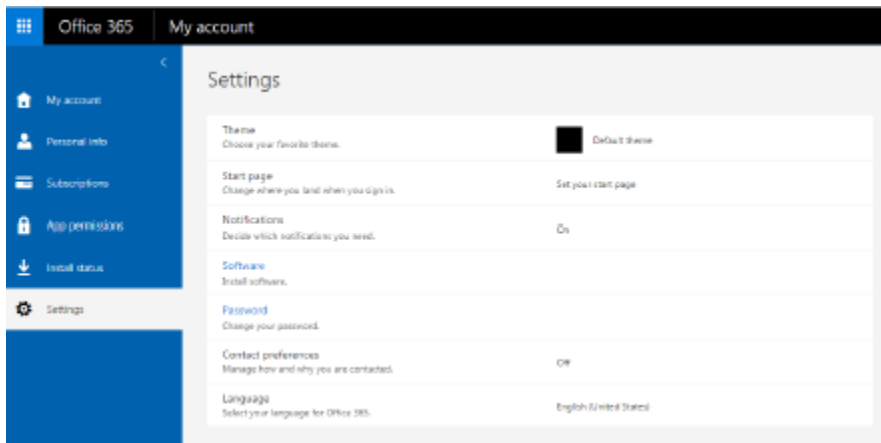
### What is my Patriots Mail password?

Initially, your password will be same as the one you use to log in to the MyCF portal. If your portal password is less than eight characters, you will need to add zeros “0” at the end of your password to make the Patriots Mail password eight characters long. For security purposes, we strongly encourage you to change the password so that you have different passwords for each account.

### How do I change my Patriots Mail password?

To change your Patriots Mail password, go to the Patriots Mail login page and follow the steps below:

1. Sign in to Office 365 with your account.
2. Click on the sprocket icon > Office 365 settings > Password > Change password.
3. Type your old password, and then type a new password and confirm it.
4. Click Submit.



### **What if I forgot my Patriots Mail password?**

If you have forgotten your Patriots Mail password, click [here](#) or go to the Patriots Mail login page, click the Can't access your account? link and follow the directions.

### **Can I continue to use another email address to communicate with the college?**

All college employees and offices that use electronic mail to send official communications to students will use student Patriots Mail addresses. Many outside email providers screen or block emails, and requiring the use of a student email system ensures that you receive the important information you need to be successful at CF.

### **Can I change my Patriots Mail address?**

You can change your display name, but not your email address. Your display name is what a reader sees when they receive email from you. After logging in, click on the sprocket in the upper-right corner of your screen and select Options . Under General, click My account. Then change Display Name to what you would like recipients to see.

### **Do I get to keep my account after I graduate?**

Yes. Your CF Patriots Mail will remain active, so you will not lose your contacts or calendar when you graduate from CF. Your access to Microsoft Office ProPlus will be discontinued after graduation or when you become an inactive student for one year.

### **Do I have to have Microsoft Outlook on my computer to access my Patriots Mail?**

No. The tools available through your free Office 365 account are web-based and no additional software is required.

### **How do I forward my Patriots Mail to my personal email account?**

Due to the personal nature of the information being sent from the college to your Patriots Mail account, we are not allowing you to automatically forward your email.

### **How can I configure my Patriots Mail account to work with email clients such as MS Outlook, Thunderbird, Entourage, etc.?**

Help is available by clicking [here](#). POP, IMPA and SMTP servers can be found in Options of Outlook Web app.

### **Who do I contact if I have questions?**

For assistance with Patriots Mail, call the CF Help Desk at 352-854-2322, ext. 1378, or email [Ithelp@cf.edu](mailto:Ithelp@cf.edu).

**The links below are all PDF documents.**

- Patriots Email [FAQ](#)
- Office 365 (Outlook Web Access – OWA)
  - [Office 365 Overview](#)
  - [Outlook in Office 365](#)
  - [OneDrive in Office 365](#)
  - [Calendar in Office 365](#)
  - [Clutter](#)
  - [Skype for Business in Office 365](#)
  - [Installing Lync on a Mac](#)
  - [Changing Your Display Name in OWA](#)
  - [Office 2013 Application Training Videos](#)
  - [Skype for Business Office 365 Training Videos](#)
  - [OneDrive Installation on an Android Tablet](#)
  - [Editing a Word document in OneDrive](#)
- Outlook
  - [Outlook 2010 Configuration](#)
  - [Outlook 2013 Configuration](#)
- Student Advantage (Office 365 ProPlus)
  - [FAQ](#)
  - [Direct Download Office Instructions](#)
    - [Download Office 2013 directly, click here.](#)
  - [Direct Download Office Mobile for Android Instructions](#)
  - [Direct Download Office for Mac Instructions](#)
    - [To download Office 2011 directly, click here.](#)
  - [Direct Download an Office App for iPad Instructions](#)
    - [To download Word on the iPad, click here.](#)

- [To download Excel on the iPad, click here.](#)
- [To download PowerPoint on the iPad, click here.](#)
- [Downloading Office 2016 on a Mac](#)
- [Office Activation Error 0x8004FC12](#)
- Mobile
  - [Android Configuration](#)
  - [iPhone Configuration](#)
  - [BlackBerry 10 Configuration](#)
- Skype for Business (Lync)
  - [Meetings](#)
  - [Contact List and Instant Messaging](#)
- SharePoint
  - [SharePoint 101](#)
  - [Creating a Website in SharePoint](#)
  - [Changing the Look of a SharePoint Site](#)
  - [OneDrive Using Office Documents](#)
  - [Using Your Blog in SharePoint](#)

**IT Policies:**

- [Use of Information Technologies and Resources](#)