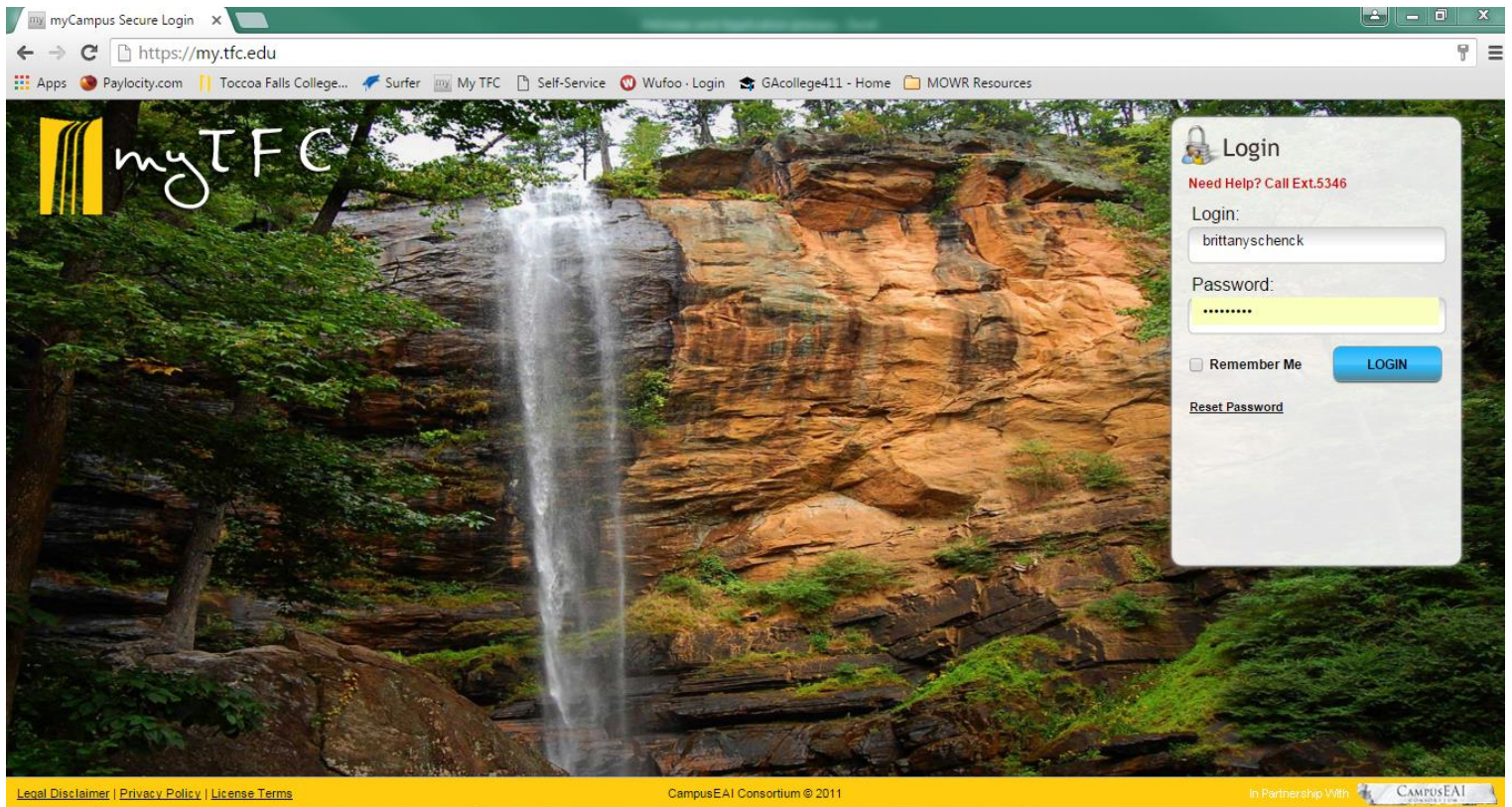


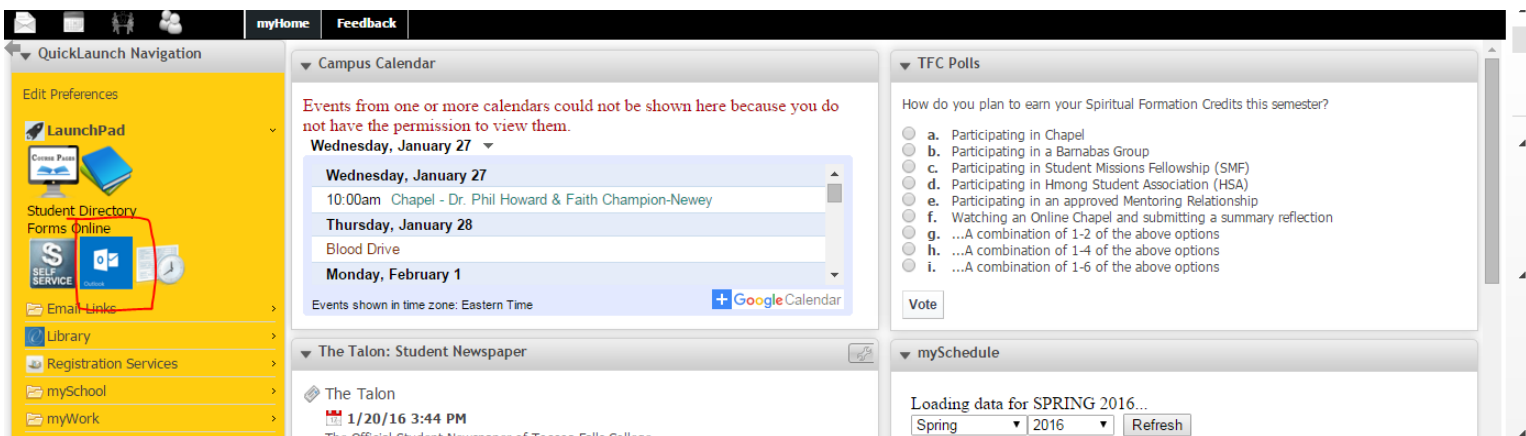
How to Access Your TFC Email:

All emails from Toccoa Falls faculty and staff will go to your TFC email, so it is **VERY** important that you get logged in and regularly check your TFC email.

1. Go to My TFC: my.tfc.edu



2. Once here, you will put in your TFC user name and password. You should have received an email including your TFC login credentials. If you don't have this, email support@tfc.edu to get that.
 - a. Your user name should be your first name and last name, with no spaces, like the example in the picture above.
 - b. Your password is your TFC ID number, with three zeros in front of it. Ex: 000123456
3. Once logged in, you will see the Outlook email icon on the left-hand side of the screen, see below.



4. When you click on the email icon, you will be redirected to the Outlook 365 website

Office 365

Work or school account

teststudent@tfc.edu

.....

Keep me signed in

Sign in Back

Can't access your account?

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Microsoft

5. Here, you will put in your TFC email address as the user name. It should be your first name and last name, followed by @tfc.edu, like the example above. Your password is the same password you used to log into My TFC
6. Now Outlook will take you through the basic email set up and you are good to go!