

# ASC Email for Students

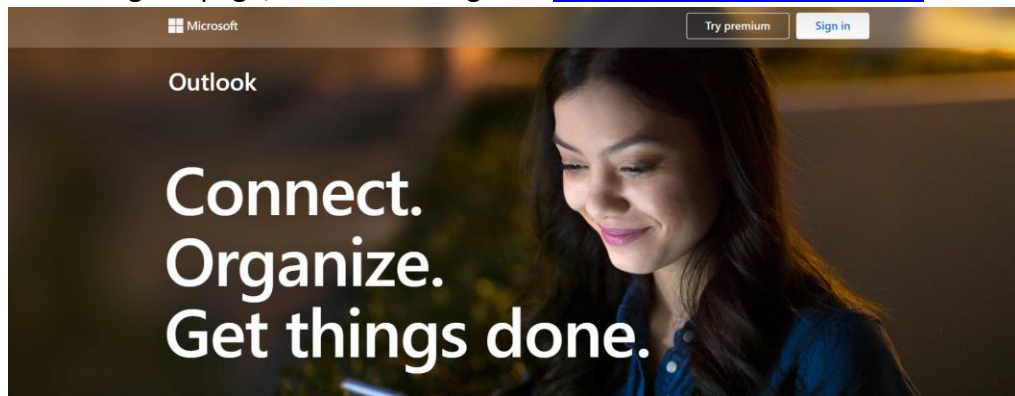
## Getting Started

The Antigua State College has successfully transitioned its email services from its former CPanel platform to the Microsoft platform. By switching to this platform, we will gain access to Office 365 Online. This allows us utilize applications such as Word, Excel, PowerPoint, Teams, and much more.

## How To Log in

Your email inbox can be accessed from:

- The Outlook sign-in page, at the following link: <https://outlook.live.com/owa/>



- Via the link provided on your student SonisWeb page

Financial	
Balance Forward:	\$0.00
Semester Charges:	\$1,200.00
Semester Credits:	0.00
Semester Balance:	\$1,200.00

Holds	
None Defined	

General Services	
Cumulative GPA:	4.19
Reminders:	0/1

**IMPORTANT!!!**

**IMPORTANT POSTS BELOW**

**IMPORTANT POSTS BELOW**

## Username

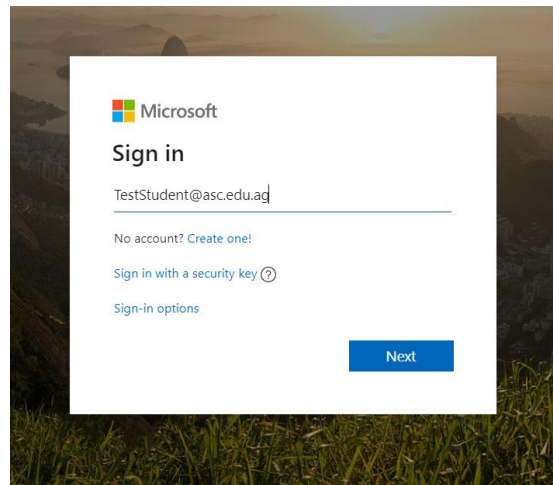
Your username is your first name followed by your last name at asc.edu.ag

*Example:*

“*FirstName*” + “*Last Name*” + “asc.edu.ag”

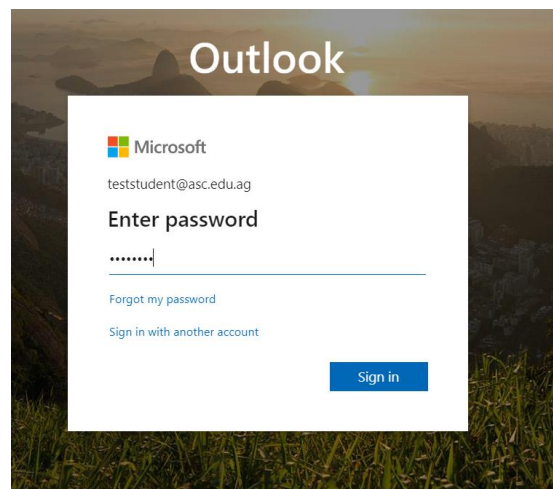
“Test” + “Student” + “@asc.edu.ag”

TestStudent@asc.edu.ag

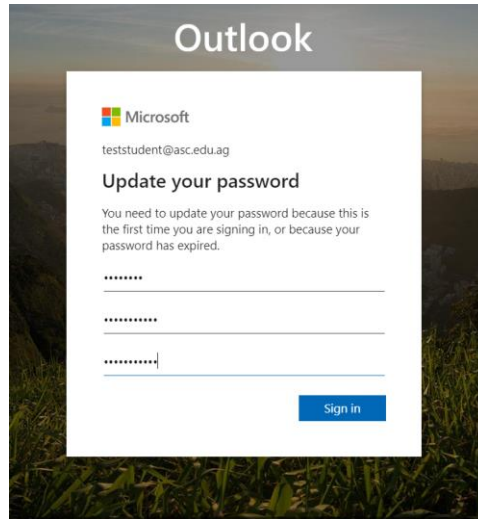


## Password

Your default password will be set to **Welcome!**



To utilize the features of Office 365, you will be **required** to change your password after your first successful log in.



## Troubleshooting

If you are experiencing difficulties, please check

- Your Username:
  - Please ensure that you have spelt your name correctly.
    - Usernames do not contain special characters. These will be dropped (Example: T'quan Jones > TquanJones@asc.edu.ag)
    - Students with double-barrelled last names, must drop the Name after the hyphen. (Example: Janet Williams-Johnson > JanetWilliams@asc.edu.ag)
- Your Password:
  - Please ensure that the intended password adheres to Microsoft standards

Passwords can't contain your user ID, and need to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols. [View details](#)
  - Please ensure that you can remember your password.

## Difficulties

If you are experiencing any difficulties, please contact the SonisWeb Office or [helpdesk@asc.edu.ag](mailto:helpdesk@asc.edu.ag)