

Access your Microsoft Account

On September 26, 2022, TCM officially switched from Google Workspace to Microsoft 365. TCM Google accounts are no longer available for use. Your email, calendars, and standard files like documents, spreadsheets, and presentations have been automatically crossed over and are now available at office.com.

Your new Microsoft 365 TCM account allows you to log into email, calendars, and files, as well as our Learning, Student Management, and Library Systems. If you have an existing TCM Google account, please follow this 3-step process to gain access to your new Microsoft account.

Step 1: Reset Your Password

Your Google Password will not work on Microsoft, and you will need to reset it.

Visit tcmi.edu/newpassword to reset your password. Enter your existing @tcmi.edu email address and you will be prompted for your phone number and/or an alternate email to reset your password. Follow the prompts there and then move to step 2.

Step 2: More Information Required

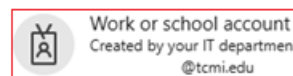
Visit office.com and sign in using your new password and @tcmi.edu email address. Once signed in with your new password, you will be greeted with a More Information Required screen and will be required to enter a phone number or a non-TCM email to further secure your account. In the future, you will be required to use Microsoft Authenticator to access your account. This extra security step protects your data and privacy.

[Login to Microsoft 365](#)

Note that you might get asked about the type of account you're using. You need to choose "Created by your IT department". The other option will not work with @tcmi.edu accounts.



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Step 3: Welcome to your Digital Office

After signing into office.com, you will be greeted with your own digital office. You can access email, calendars, and contacts from Outlook as well as see your Word docs, Excel spreadsheets, and PowerPoint presentations in OneDrive at office.com.

Your email, calendars, and compatible files that were available in Google have been automatically transferred to your new Microsoft account. If you need any assistance or other help getting started, please fill out the [Support Form](#) and we will assist you.

To benefit the most from your new TCM Microsoft account, visit tcmi.edu/microsoft.

[View the TCM Microsoft Guide](#)