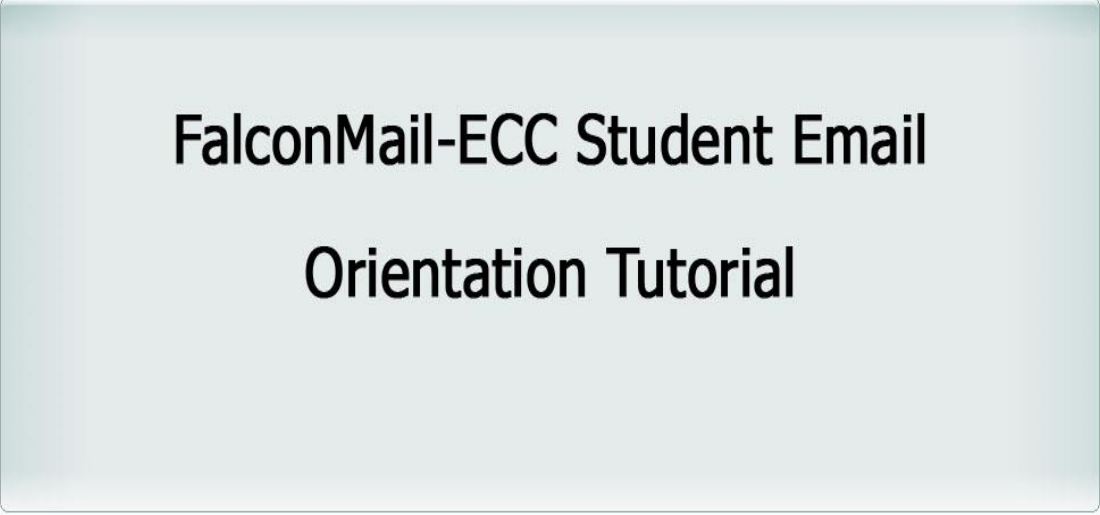


Slide 1 - Slide 1



**FalconMail-ECC Student Email
Orientation Tutorial**

FalconMail-ECC Student Email

- FalconMail is your ECC student email account. This is a free Microsoft Outlook email account provided to you by the College.
- Your student email account includes free access to Office online apps such as Word, PowerPoint, Excel and many more. There is no need to purchase Office!
- You can install Office on your computer as well if you prefer. This and the online versions of the Office apps are free as long as you're a student.
- Email is common tool used by your instructors, advisors, and many ECC staff to send you important information-please check it!
- Your account will eventually be deleted after you leave the College. You'll want to forward out any emails you wish to keep permanently to a personal email account by your last semester.
- You will use your student email address to sign in to your email and the same eCentral password you use for all ECC applications. Your email address follows this format: `firstname.lastname@student.eastcentral.edu`

Slide 3 - Slide 3

The screenshot shows a web browser window displaying the East Central College website. The browser's address bar shows 'eastcentral.edu'. The website's navigation menu includes 'Apply', 'Students', 'Faculty & Staff', 'Workforce Training', 'Community Ed', 'Fine & Performing Arts', 'Athletics', 'Foundation', and 'ECC Rolla'. A search icon is also present. Below the navigation, there are links for 'Class Schedule', 'ECC Online', 'eCentral', 'ClickBox!', and 'Aviso'. The main header features the 'EAST CENTRAL COLLEGE' logo and the word 'Academics'. A yellow callout box points to a 'FalconMail' link with the text 'Click the "FalconMail" link.' Below the header, a blue banner contains the text: 'No appointment is necessary for current and prospective students who need assistance, walk-ins are welcome. A face mask will be provided if needed. Virtual meetings can be scheduled at [Virtual ECC](#). See our [COVID-19 Information page](#) for more information.' The main content area features a video player with a background image of a student writing mathematical equations on a whiteboard. The video player has a blue overlay with the text 'The Time to Start is Now!' and a black overlay with 'Fall Classes Begin August 24' and 'APPLY HERE!'. A play button icon is visible in the bottom right corner of the video player.

Slide 4 - Slide 4

The image shows a browser window with a Microsoft sign-in page. The browser's address bar contains the URL: `login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2F...`. The sign-in card features the Microsoft logo, the text "Sign in", and a text input field containing the placeholder email `firstname.lastname@student.eastcentral.edu`. Below the input field are links for "No account? Create one!", "Can't access your account?", and "Sign-in options". A blue "Next" button is positioned at the bottom of the card. A yellow callout box with a speech bubble tail pointing to the input field contains the text: "You'll enter your ECC email address to sign in to your student email. The username format is listed in the sign in box below. Click the 'Next' button to continue." At the bottom right of the page, there are links for "Terms of use" and "Privacy & cookies".

Slide 5 - Slide 5

The image shows a browser window with a Microsoft login page. The browser's address bar contains the URL: `login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%...`. The page features the Microsoft logo, a back arrow, and the heading "Enter password". Below the heading is a password input field with a masked password "....." and a "Forgot my password" link. A blue "Sign In" button is positioned at the bottom of the form. A yellow callout box with a speech bubble tail pointing to the "Forgot my password" link contains the following text: "You'll now enter your eCentral password. If you've forgotten your password, you'll want to reset in eCentral-DO NOT click the 'Forgot my password' link on this screen as that's for personal Microsoft accounts. Click the 'Sign in' button to continue." At the bottom right of the page, there are links for "Terms of use" and "Privacy & cookies".

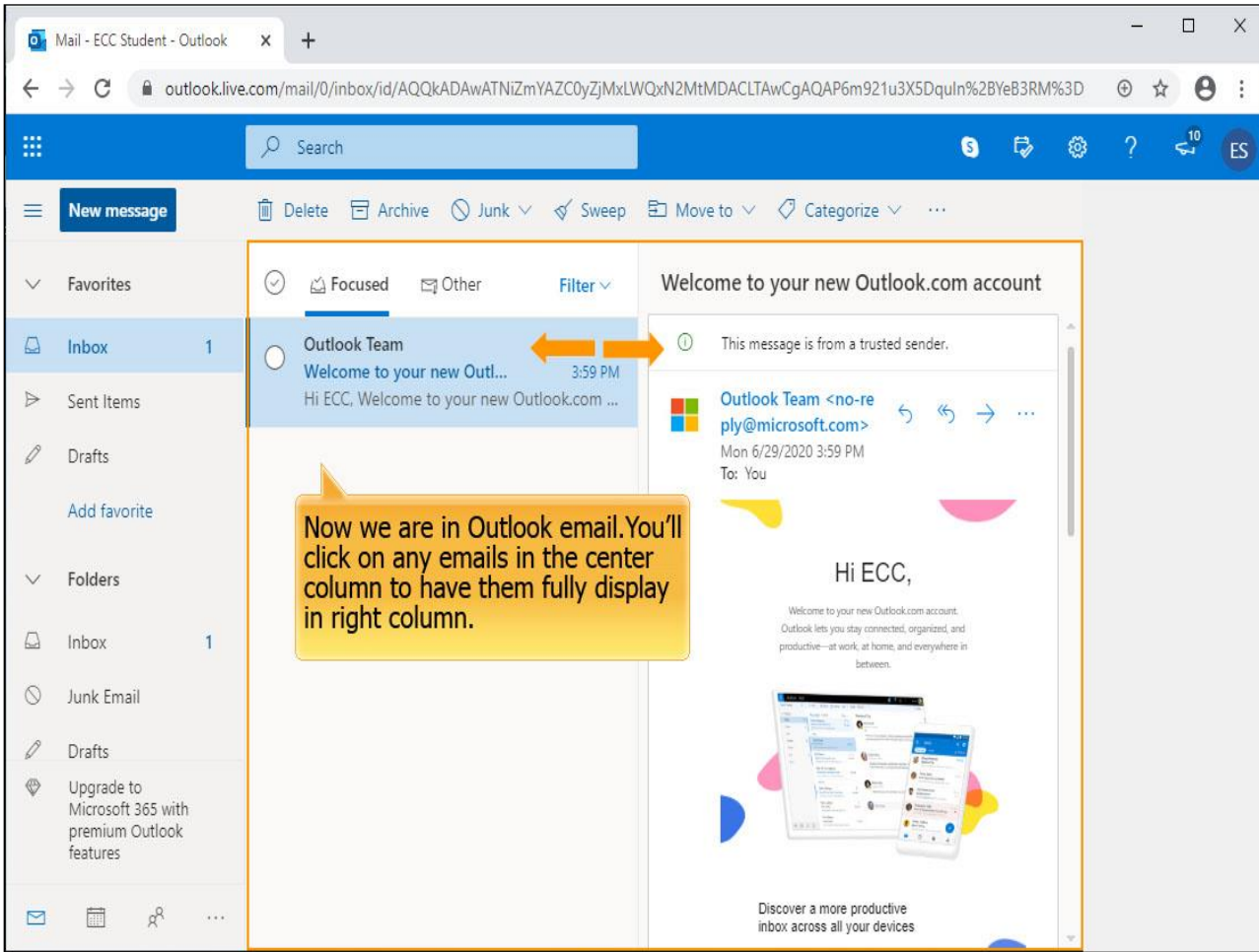
Slide 6 - Slide 6

The screenshot shows the Microsoft Office 365 Home page in a web browser. The browser's address bar displays "office.com/?auth=2". The page header includes the "Office 365" logo, a search bar, and a user profile icon labeled "CB". A yellow callout box with a black border contains the text: "This page lists all your online Office apps. Notice you have the option to 'Install Office' at the far right-this is if you want to install Office directly to your computer instead of using the online apps." This box points to the "Install Office" dropdown menu located at the top right of the app grid. The app grid features icons for "Start new", "Outlook", "OneDrive", "Word", "Excel", "PowerPoint", "OneNote", "SharePoint", "Teams", "Class Notebook", "Sway", "Forms", and "All apps". Below the app grid is a "Recommended" section with three preview cards: "Karen Klos sent this 7h ago", "You recently opened this Jun 14", and "Gracy Phares shared this with you Jun 4". A "Feedback" button is visible in the bottom right corner. The browser's address bar at the bottom shows the URL: "https://outlook.office.com/owa/?realm=eastcentral.edu&exsvurl=1&ll-cc=1033&modurl=0".

Slide 7 - Slide 7

The screenshot shows the Microsoft Office Home page in a browser. A yellow callout box with a pointer to the Outlook icon contains the following text: "Click the 'Outlook' icon to set your email for the first time. You may be asked to select your preferred language and time zone. You'll most likely want to select '(UTC-06:00) Central Time (US & Canada)' for the time zone if asked. After this, clicking on FalconMail will always open your Outlook email automatically. Click the 'Outlook' icon to continue." The page features a "Good afternoon" greeting, an "Install Office" button, and a grid of application icons including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, Forms, and All apps. Below the grid is a "Recommended" section with three cards: "Karen Klos sent this 7h ago", "You recently opened this Jun 14", and "Gracy Phares shared this with you Jun 4". A "Feedback" button is located in the bottom right corner. The browser address bar shows "office.com/?auth=2".

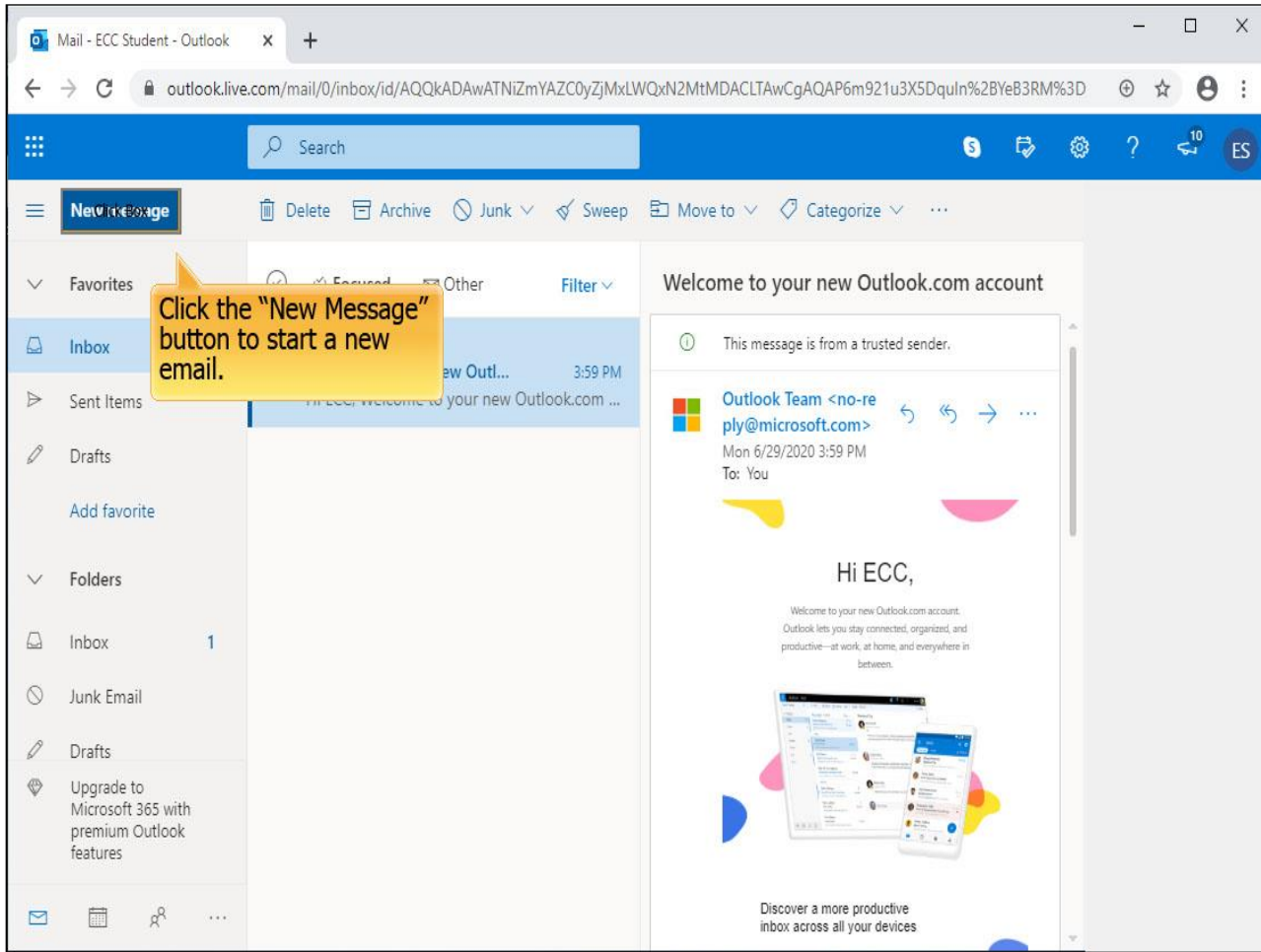
Slide 8 - Slide 8



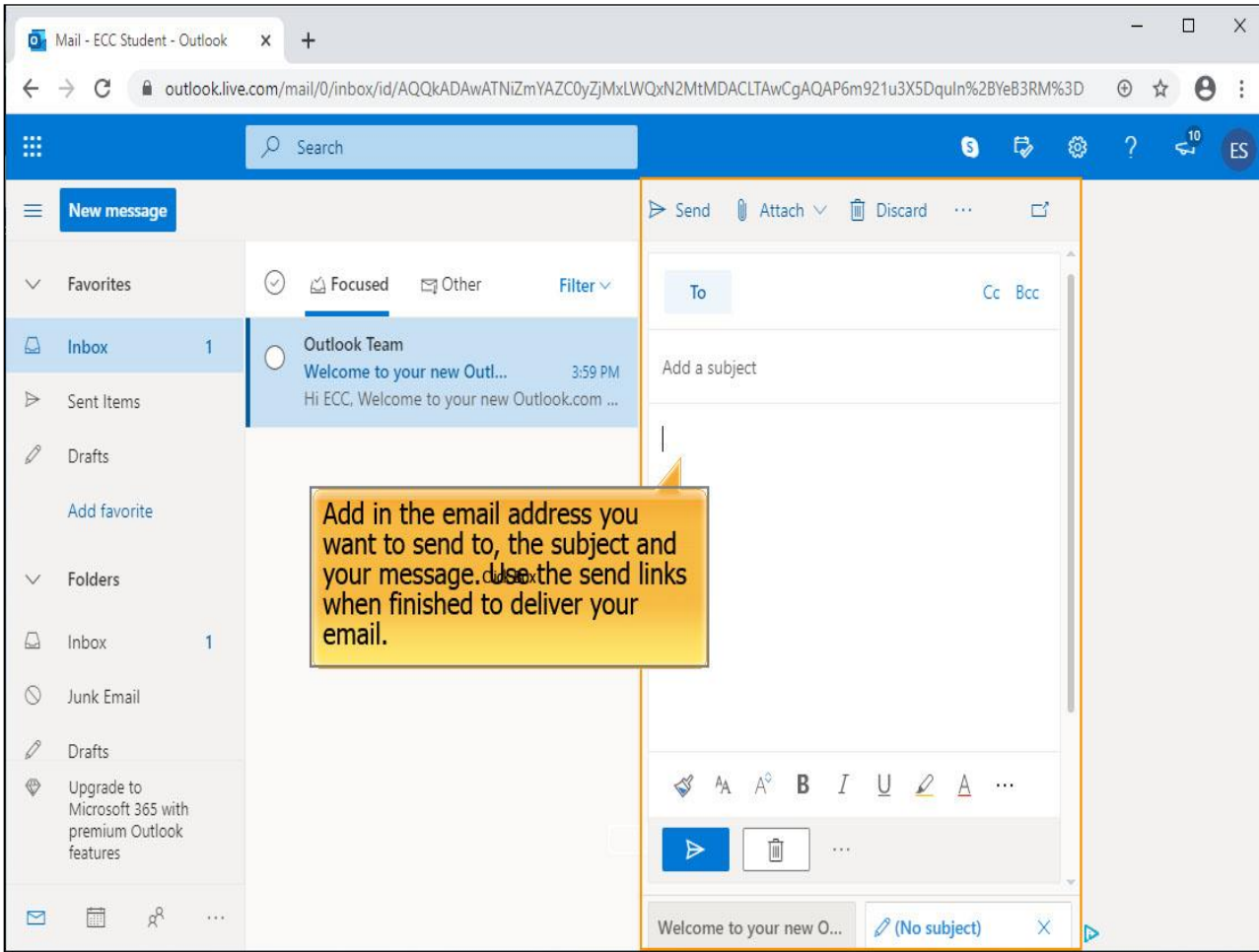
Slide 9 - Slide 9

The screenshot shows the Outlook.com interface. On the left is a navigation pane with links for Favorites, Inbox (1), Sent Items, Drafts, and Folders. A yellow callout box with a speech bubble points to the 'Inbox' link, containing the text: "You can click on your inbox link to view any new emails as well as 'Sent Items', 'Drafts' and more to view those items." The main area shows an email from 'Outlook Team' with the subject 'Welcome to your new Outlook.com account' and the body text 'Hi ECC, Welcome to your new Outlook.com ...'. The email content includes a 'Welcome to your new Outlook.com account' message with a colorful graphic and the text 'Hi ECC, Welcome to your new Outlook.com account. Outlook lets you stay connected, organized, and productive—at work, at home, and everywhere in between. Discover a more productive inbox across all your devices'.

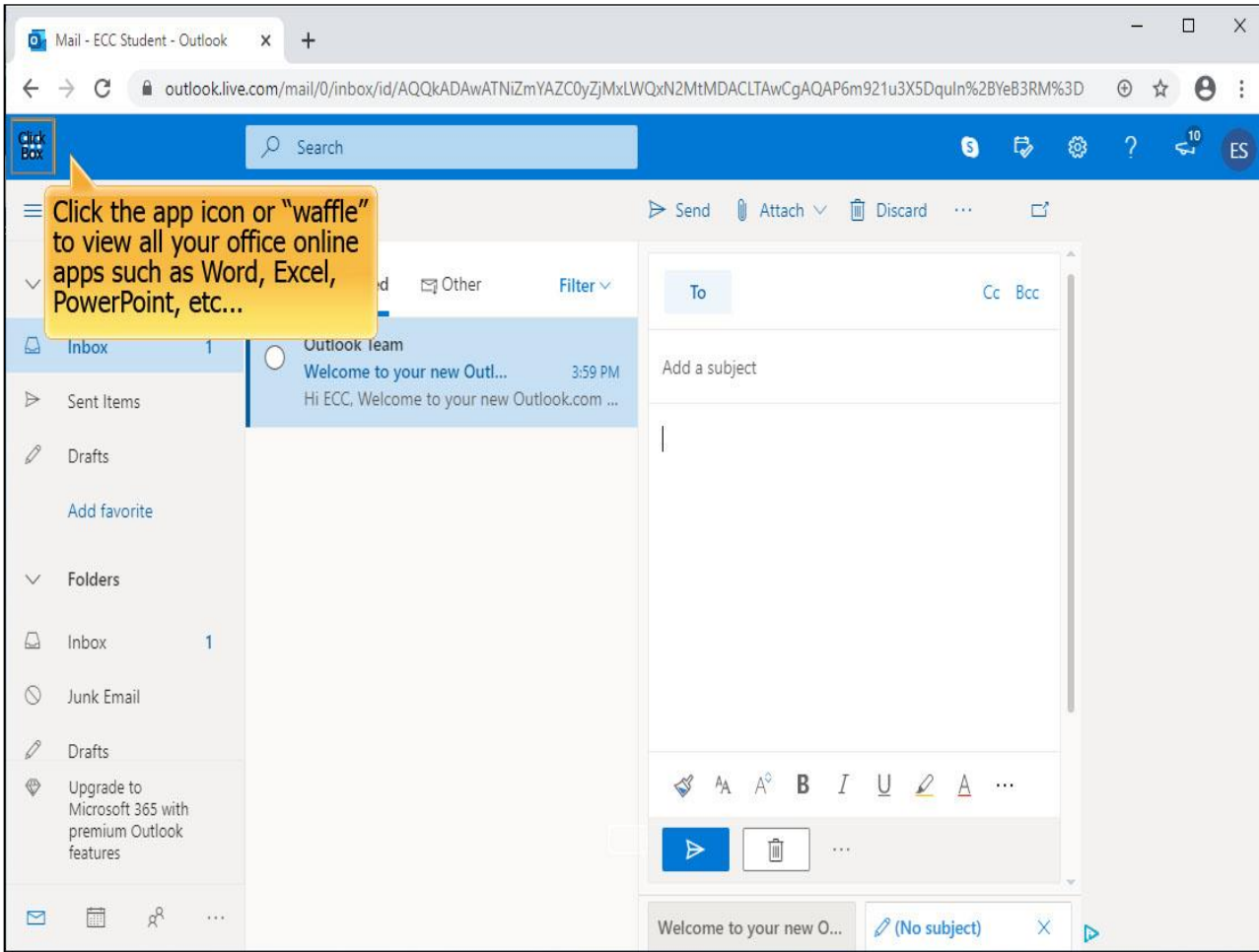
Slide 10 - Slide 10



Slide 11 - Slide 11



Slide 12 - Slide 12



Slide 13 - Slide 13

