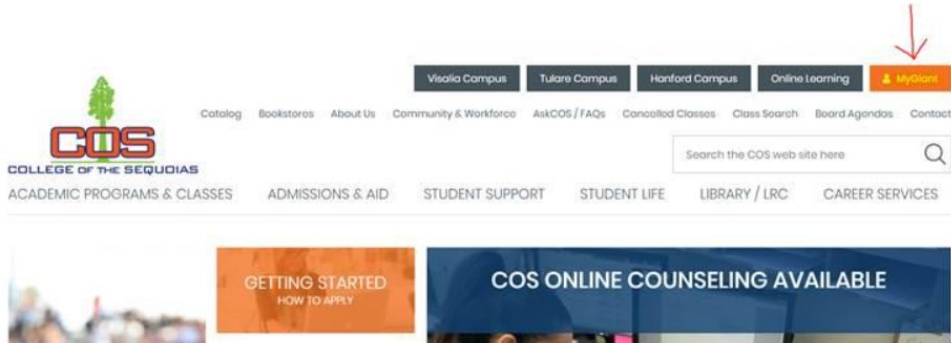


LOGGING INTO YOUR COS EMAIL ADDRESS

STEP 1: COS.EDU

STEP 2: CLICK ON MYGIANT



STEP 3: LOGIN INTO YOUR ACCOUNT

Your username is your email address associated with COS. (Example: ccus0204@giant.cos.edu)

This information, along with your temporary password, is in the emails you received from info@cos.edu or admissions@cos.edu. If you are unable to locate this information in your personal email account, contact chelseac@cos.edu.

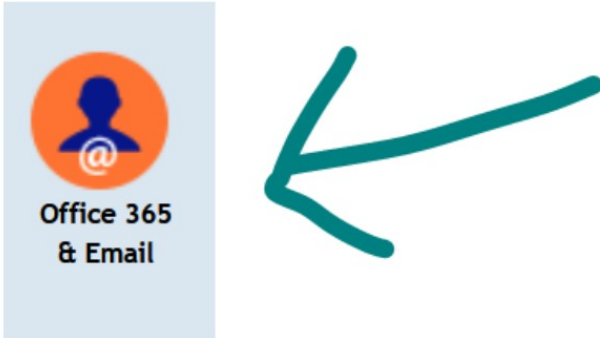
A screenshot of the 'UNIVERSAL LOGIN' page. The page has a blue header with the text 'UNIVERSAL LOGIN'. Below the header is a grey box with instructions: 'If you are not currently a student or employee at COS and only have your Banner ID and PIN, please click here to login to BannerWeb directly.' and 'If you are having trouble logging in, please read our FAQ and Password Help pages.' Below this is a login form with two input fields: 'Username' and 'Password'. To the right of the form is the COS logo. At the bottom of the form are three orange buttons: 'Login', 'Set Password', and 'Forgot Password?'.

STEP 4: CHANGE YOUR TEMPORARY PASSWORD

Type in your temporary password and click Login.

It will say password expired. Hit continue and follow the rules for setting up your new password.

STEP 5: CLICK OFFICE 365 & EMAIL



STEP 6: LOG INTO OUTLOOK

Check your COS email about 3 times a week for important deadlines, correspondence, etc.

Suggestion: Download the Outlook app on your phone or bookmark Outlook on your laptop toolbar.

