Step 2: Sign in with your abc123 and passphrase

Step 3: Click the Green Activate Button
Step 4: Coffee break! Review your new email address and give us a few minutes to set everything up.

Step 5: Sign in to portal.office.com using your new email address and the same UTSA passphrase as always.

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**did you forget your new email address?**
don't worry!
you can find it at asap.utsa.edu anytime!