How to log into campus PCs and your university email

Campus computers

When logging into a computer on campus, you will need your student ID number (sometimes called a 'C number') and your campus password. You will have both provided in an email when you are invited to register.

The student ID will be a 7-digit number with a C at the beginning (e.g. c1234567). **This number is important, so don't lose it!** You will use this as a basis for several other logins too.

You are also provided with a default password, but we recommend that you change this for something secure and memorable.

> **Password tip**: You could use some favourite song lyrics to help you come up with a password. Try to get at least eight words, but you can make shorter work. Use the first letter from each word to come up with your memorable jumble of letters, or a letter to stand in for the word (U, C, B etc.). To make it more secure, make some of the letter's capitals, and replace certain words with numbers or symbols instead (such as plus, and, at, to, free, for, ate). **Example**: the Kendrick Lamar song 'Not Like Us' contains the line "You better not ever go to cell block one," which could become the password 'Ubneg2CB1'.

Email

You can log in to your university email in a browser by visiting office365.ncl.ac.uk. To log in, you will need your extended login ID, which uses your C-number in an email address format, like this:

c1234567@newcastle.ac.uk.

You use this and the same password that you use to log in to [campus computers](#).

This is also the login for your Microsoft365 account: when logged into your email on a browser (actually the browser version of Outlook), you have access to all of the online apps available on Microsoft365.

This Microsoft account is important, as it will let you log in to other accounts too, including Canvas, the Library, and others. Anywhere you are asked to sign in using SSO (single sign-on), it will use this Microsoft login.
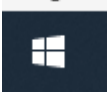
Outlook apps

You can also use the Outlook app on a campus computer or your own device. If you open Outlook on a campus machine, it will access your mailbox from there, as you are logged into your account on it.

You can also download the app to your own devices: a [full guide to setting up the Outlook app](#) is available from the University's IT Service (NUIT).

Logging out

To sign out of a campus PC (preventing others from accessing your account), click on the Windows start menu (bottom left Windows icon), or press the Windows key on the keyboard:

Click on your profile picture or initials in the sidebar to the left of the menu, then click on 'sign out':