# How do I set up my student email?

Your student email is used by every office of the university to contact you. It is very important that you keep it up to date and make sure to check it a couple times a week. When you are close to graduating it is recommended that you check it more frequently.

Setting up your Student Email:

1. To begin, go to the ECU website. The URL is https://www.ecok.edu. Click on Login at the top of the page.
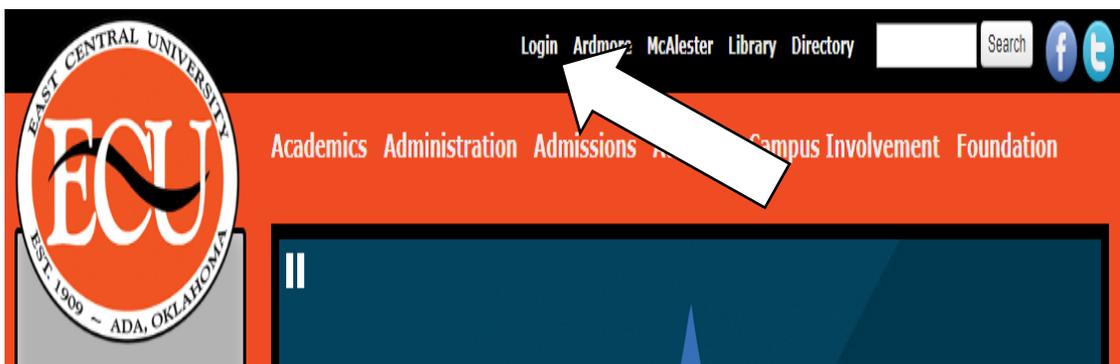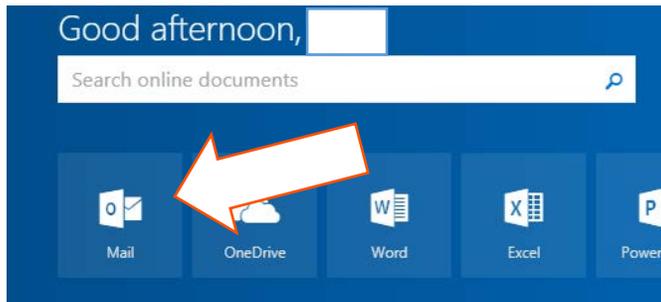

2. Select Student Office 365 & Email.
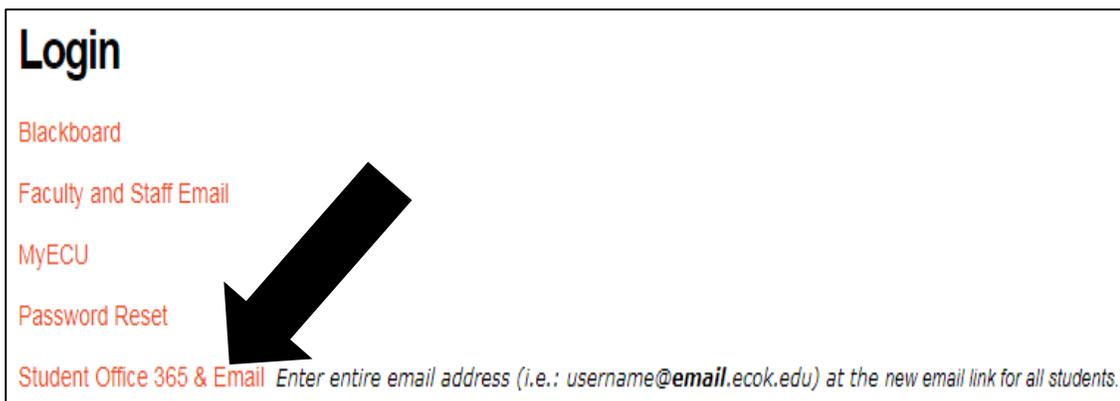
3. Login to your student email account with your Username and Password. If you do not have one see "How to get my username and password?".

    a. Requires username@email.ecok.edu to be entered in the Username field for successful login.

b. Same Password as all other ECU accounts.
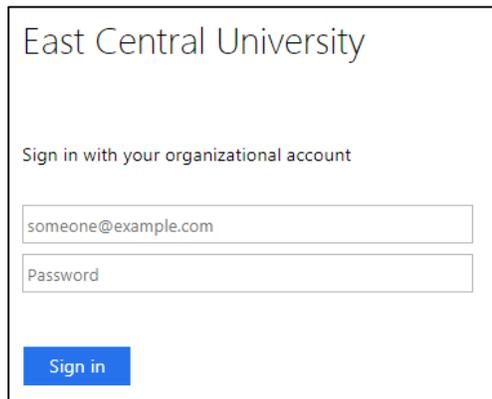
4. Click Mail box.

NOTE: Microsoft Office 365 and your student email are the only accounts that you will use your user name with the @email.ecok.edu.

Also by being a student at ECU you have a free Microsoft office account. This includes: OneDrive, Word, Excel, PowerPoint, OneNote, and more. You can also install Microsoft Office 2016 on up to 5 devices.