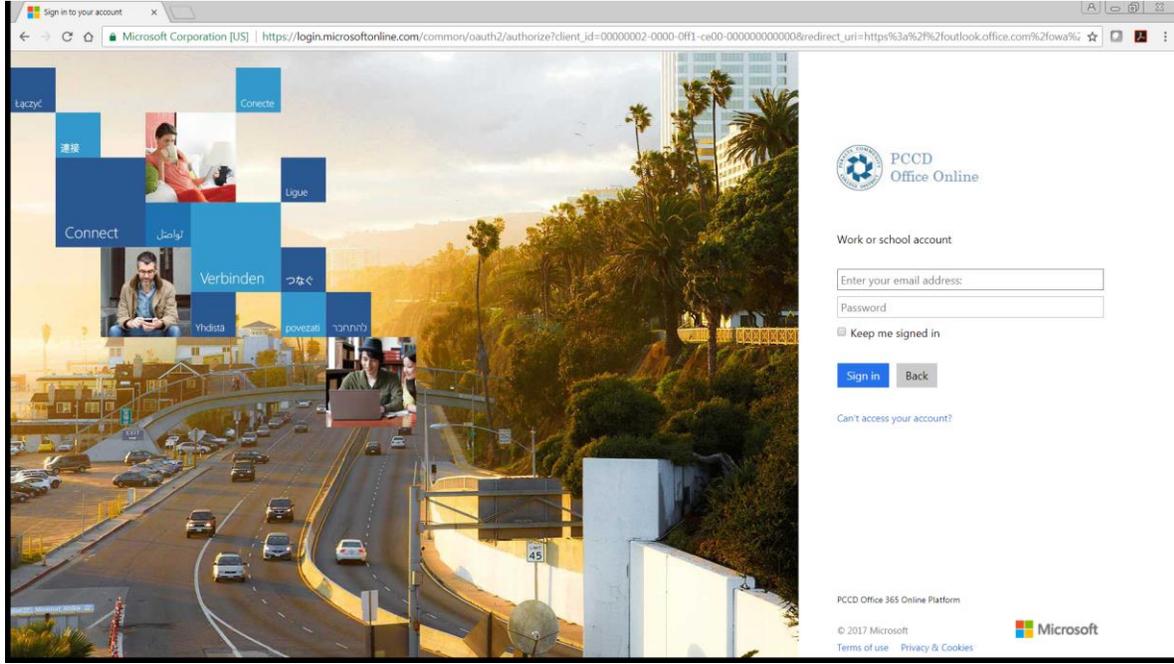


How to login to email, change password and access PROMT from outside Peralta domain

A. How to access Peralta email

1. Please open your internet browser(Chrome, Firefox, Internet Explorer)
2. Type in the Address bar: <https://outlook.office365.com/owa/peralta.edu>

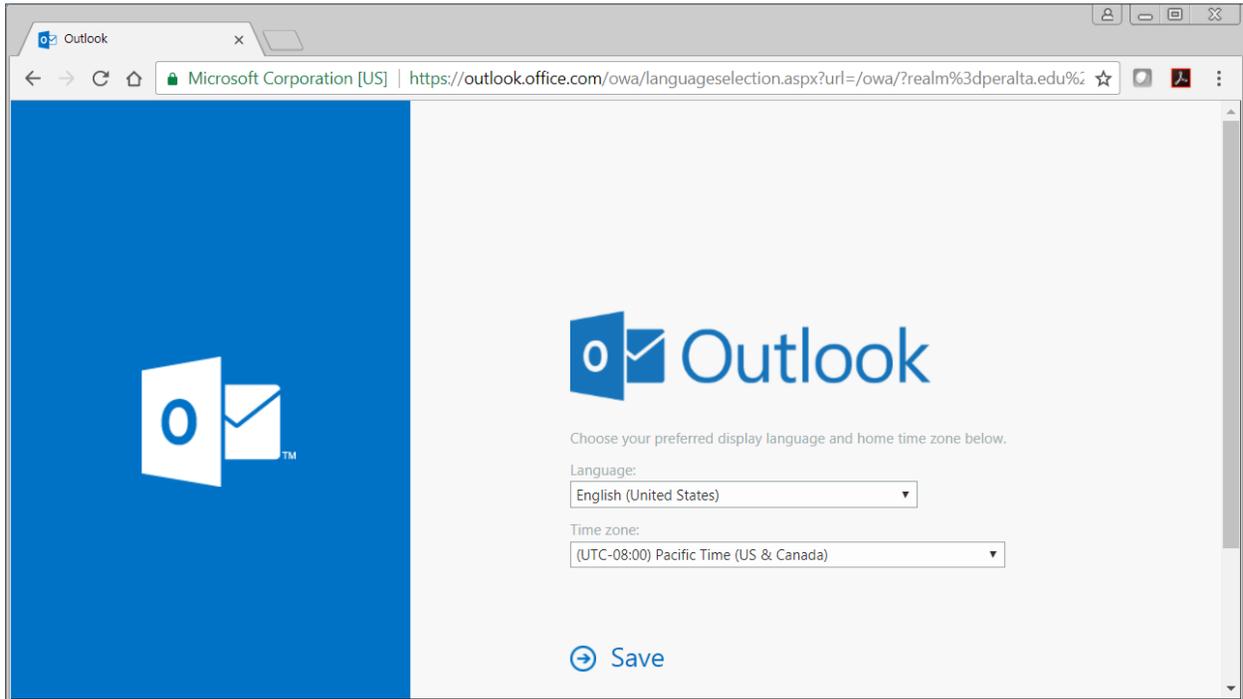


3. Type your Peralta email address and Password
4. Click on **Sign in**

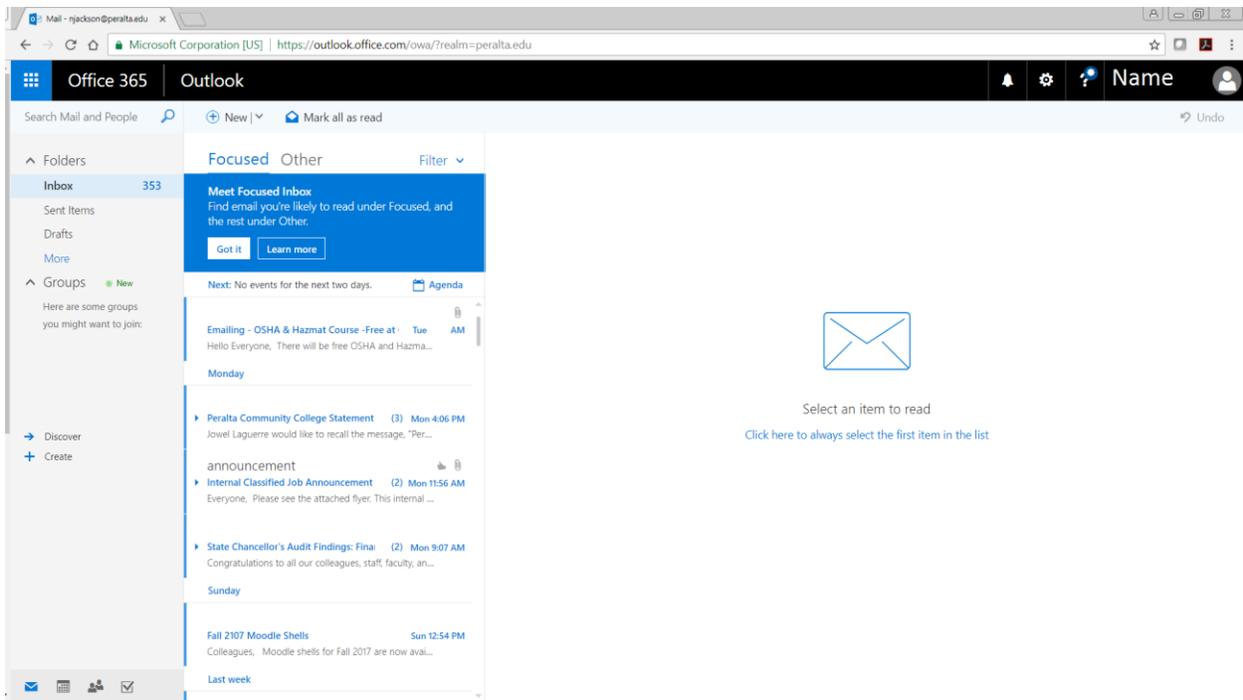


How to login to email, change password and access PROMT from outside Peralta domain

If you get a webpage requesting for your time zone. Please use the drop down menu and select **(UTC-08:00) Pacific Time (US & Canada)**, then click **Save**



Now you are log in to your Peralta email account

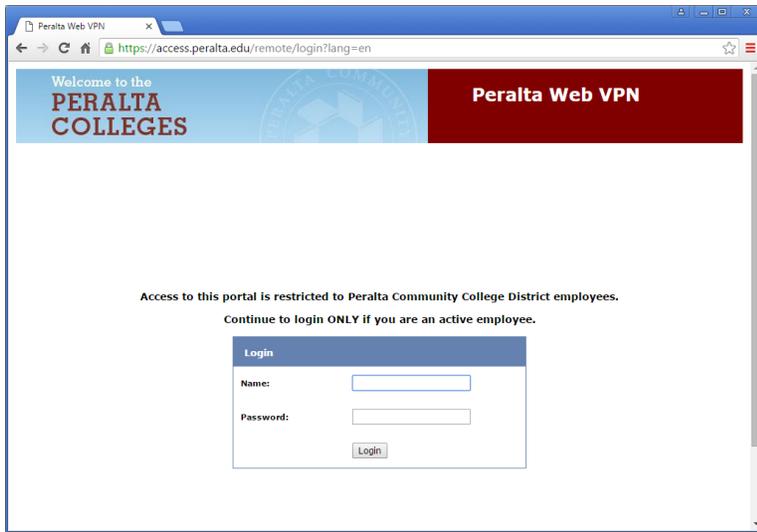


How to login to email, change password and access PROMT from outside Peralta domain

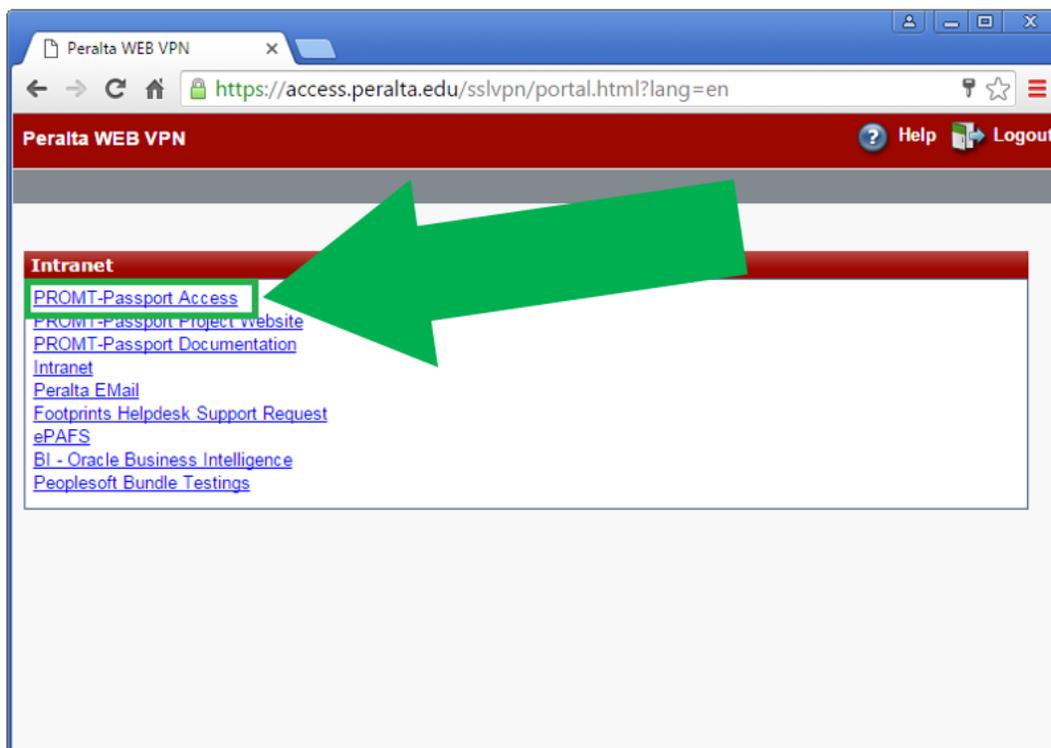
B. How to access PROMT from home:

You will need to logon to WEB VPN first:

1. Open your internet browser(Chrome, Firefox, Internet Explorer):
2. Type in the Address bar: <https://access.peralta.edu>
3. Type your Peralta Username(**The first part of your Peralta email address, without @peralta.edu**) and Password
4. Click on Login



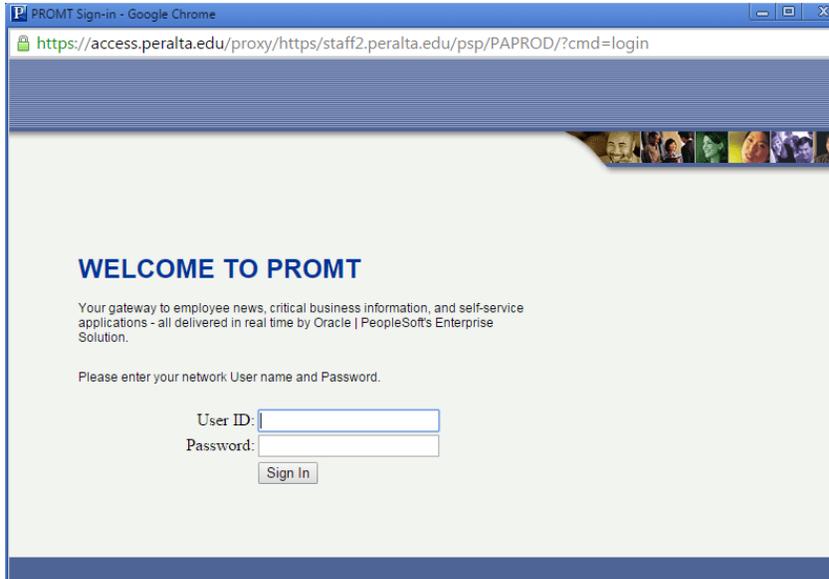
5. Once login to WEB VPN. Click on **PROMT-Passport Access**



How to login to email, change password and access PROMT from outside Peralta domain

New windows will open

6. Type your Peralta Username (**The first part of your Peralta email address, without @peralta.edu**) and Password
7. Click on Sign In



Now you are successfully Sign In to PROMT



If you still need assistance please call Peralta Helpdesk (510) 587-7800 or email at helpdesk@peralta.edu