

Accessing Your Email Account on Any Device

1. Open your preferred Internet browser, such as Internet Explorer, Chrome, Firefox, or Safari.
2. In the address bar at the top of the page, type <https://outlook.officeapps.com>.
3. When the Outlook Web App page opens in the browser, your authentication has been completed.



4. Type in your preferred account.
5. Select the account you wish to use on the page to view details and click **Sign in**.
6. Once you successfully sign in to your account, you will be able to send and receive email, manage files, and use the Outlook calendar. If you access your email on a private computer, you can visit <https://outlook.officeapps.com> in your browsing history.