

Overview

This document describes the steps needed to access your new Office 365 e-mail account on the web. Web access offers users instant access to their e-mail and calendar through Microsoft's *Outlook Web App*.

Requirements

- Internet Access
- CampusID and password

Help

If you have questions, or need assistance, please contact the IS&T Help Center at 404-413-HELP (4357) or help@gsu.edu.

Steps to Access Your Office 365 E-mail Account on the Web

1. Open a browser and go to the [Microsoft Portal Sign In page](https://login.microsoftonline.com/) <<https://login.microsoftonline.com/>>
2. In Microsoft's *sign in* box:
 - A. Enter your e-mail address (e.g. CampusID@gsu.edu) in the "Microsoft Online Services ID:" field.
 - B. Press the "Tab" key.
 - C. Click "Sign in at Gsu.edu".

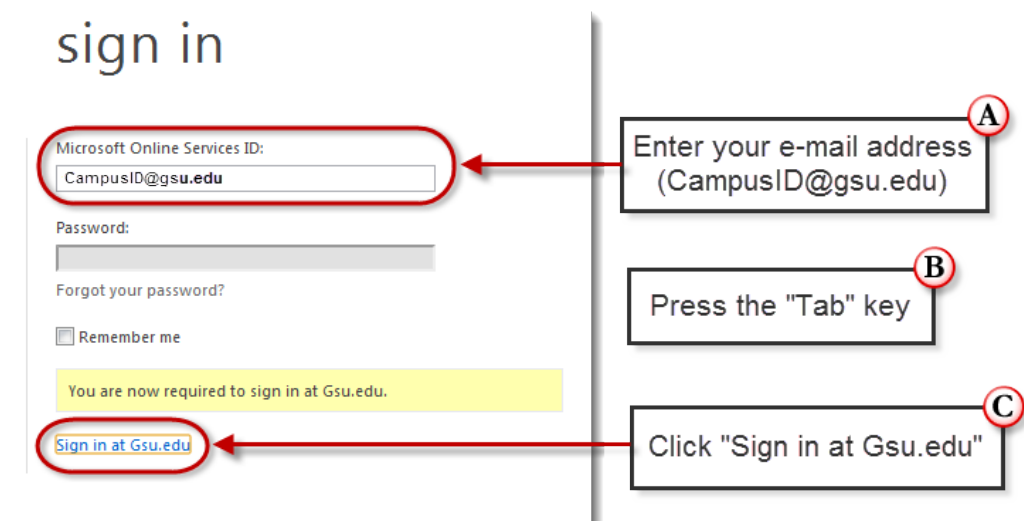


Figure 1: Microsoft Online Sign In

3. In Georgia State's *Sign In* box:
 - A. Enter your e-mail address (e.g. CampusID@gsu.edu) in the "E-mail Address" field.
 - B. Enter your CampusID password in the "Password" field.
 - C. Click "Sign In"

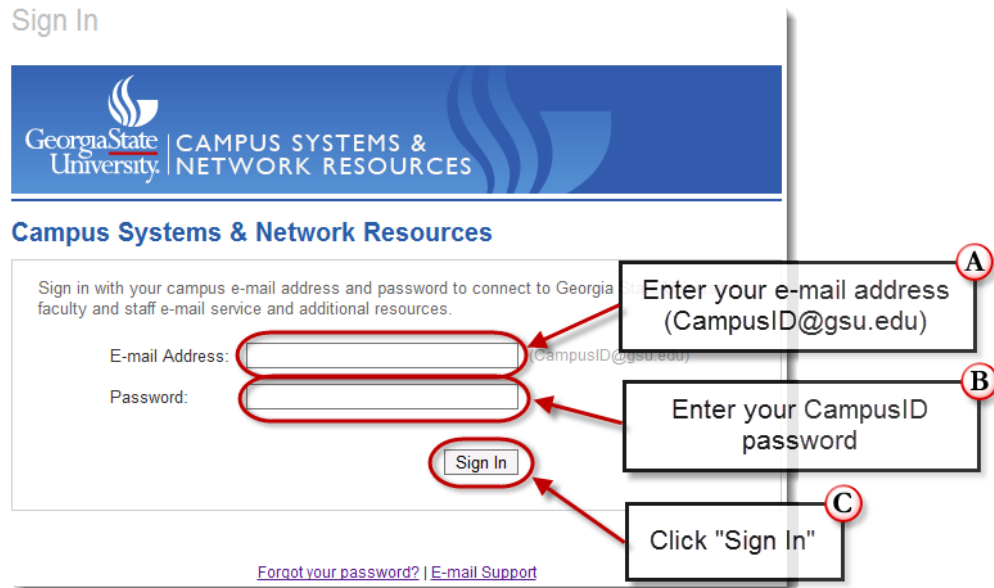


Figure 2: GSU's Campus Systems and Network Resources Sign In

4. In the *Outlook Web App* dialog box:

NOTE: This step is required for first time users. If you have already accessed your new e-mail through the web, proceed to step 4.

 - A. Select "English (United States)" in the "Language" droplist.
 - B. Select "(UTC-05:00) Eastern Time (US & Canada)" in the "Time zone" droplist.
 - C. Click "OK"

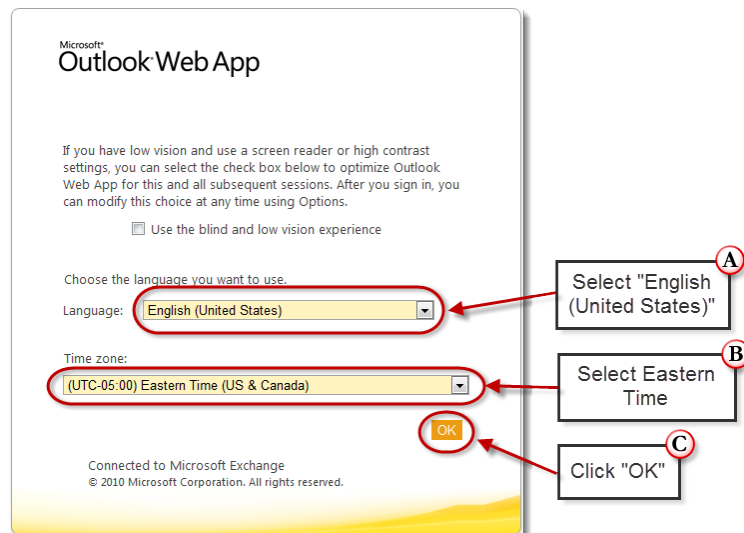


Figure 3: Outlook Web App settings

5. Click "Inbox" under the "Outlook" section of your *Office 365 Home* or click "Outlook" in the header.



Figure 4: Click "Inbox" or "Outlook" on the *Office 365 home page*