

## Knowledge Base

### Access an Office 365 Account on the Web

#### Purpose & Overview:

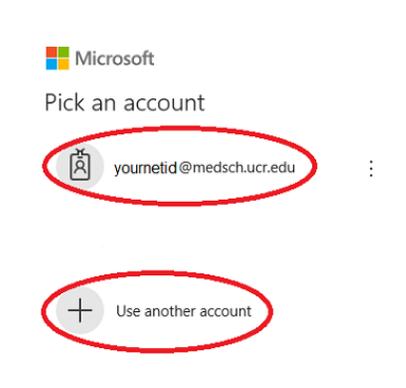
This document will outline the process of accessing an Office 365 Account on the Web.

#### Support Info:

1. On your computer, open a web browser, such as Chrome, Internet Explorer, Safari, Firefox, etc.
2. Go to the following web address: <https://outlook.office.com>
3. **Important note:** *If you attempt to access your email using <https://mail.medsch.ucr.edu> you will need to enter your username and password, click “sign in”, and then click on the redirect link seen below:*

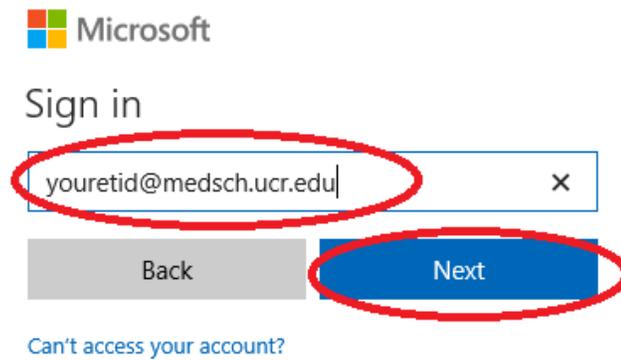


4. If your account is listed, click on your account name. Otherwise, click on “Use another account.”



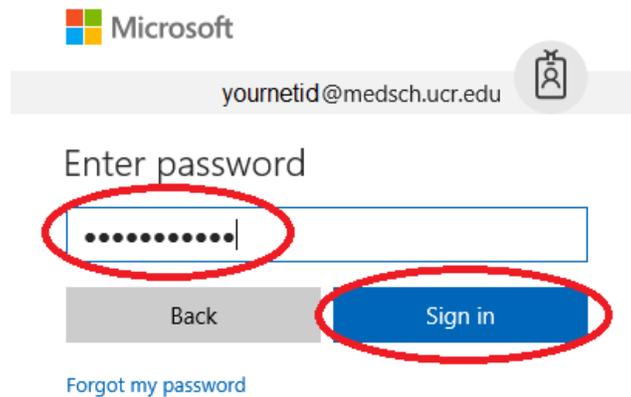
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5. If you selected “User another account”, enter your account name and click “Next”.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "youretid@medsch.ucr.edu" and is circled in red. To the right of the input field is a small "x" icon. Below the input field are two buttons: a grey "Back" button and a blue "Next" button, which is also circled in red. At the bottom left, there is a link that says "Can't access your account?".

6. Enter your password and click “Sign in”.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Enter password". A text input field contains a series of dots representing a password and is circled in red. Above the input field, the email address "youretid@medsch.ucr.edu" is displayed next to a user icon. Below the input field are two buttons: a grey "Back" button and a blue "Sign in" button, which is also circled in red. At the bottom left, there is a link that says "Forgot my password?".

7. You are now signed into your account.