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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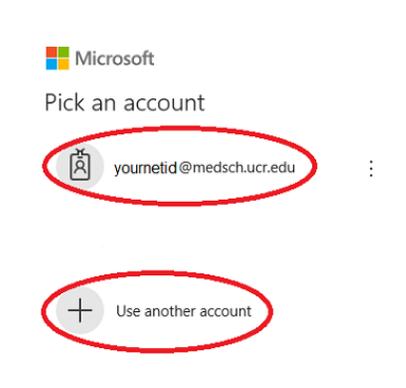
5. If you selected "User another account", enter your account name and click "Next".
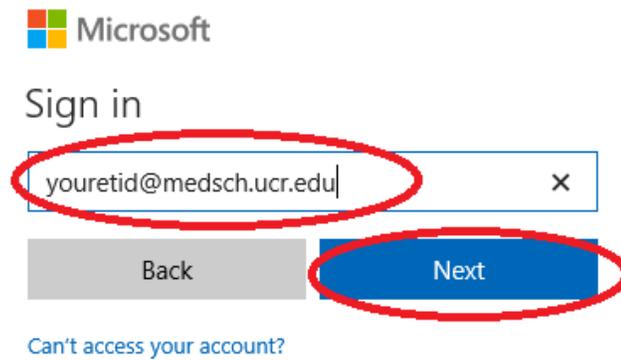
6. Enter your password and click "Sign in".
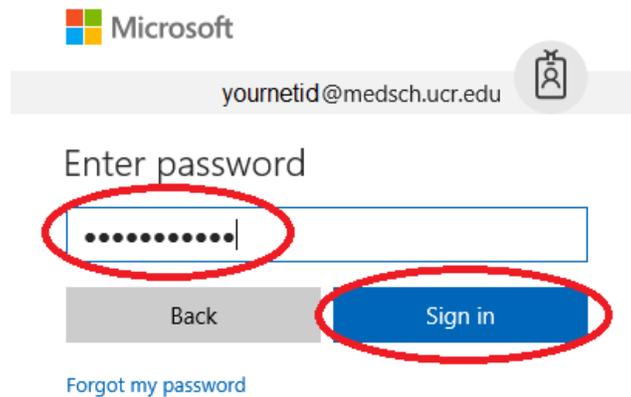
7. You are now signed into your account.