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:

   ![Redirect Link Example]

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

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.