Everyone - Access Email from Home Using Web Browser

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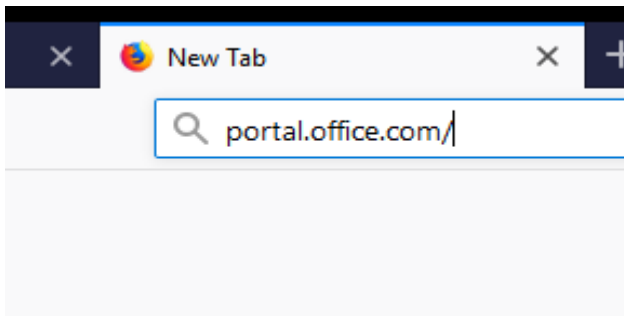**Operating System / Version**: Windows, iOS
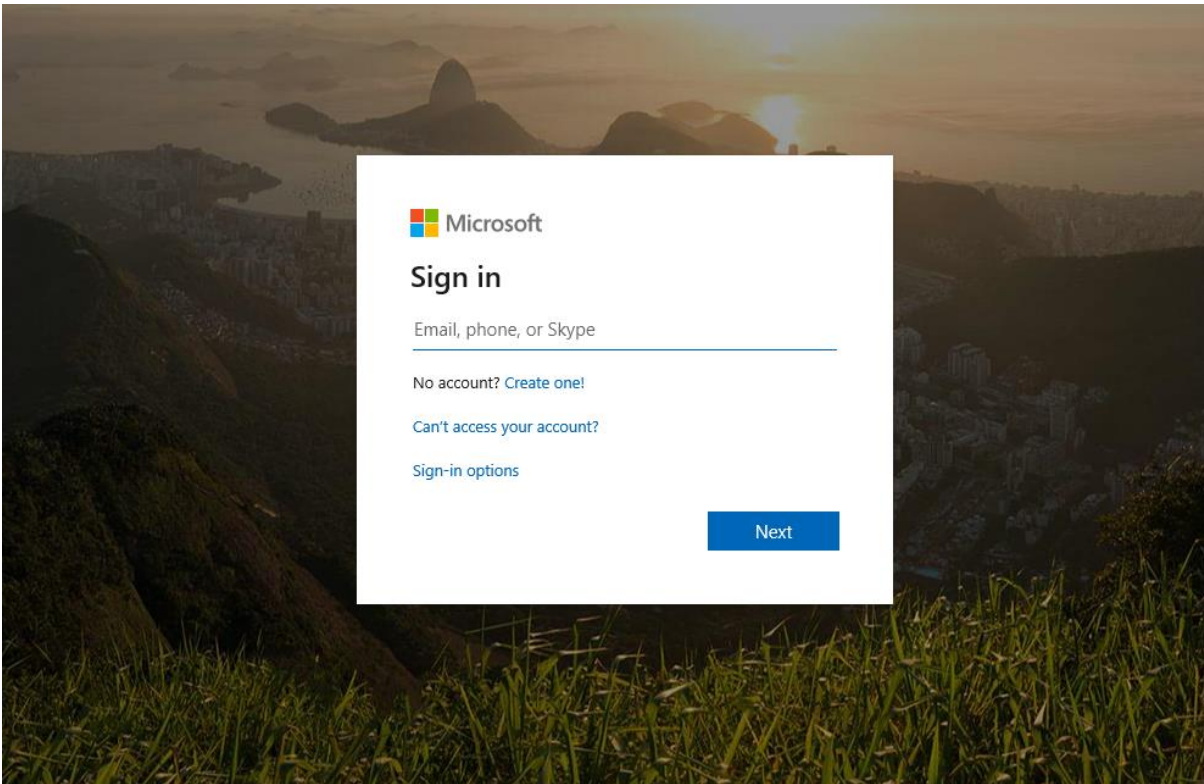
Application / Version: N/A

Hardware Version: N/A

Summary: This instructs an individual on what steps to take when trying to access their school or work affiliated email while at home
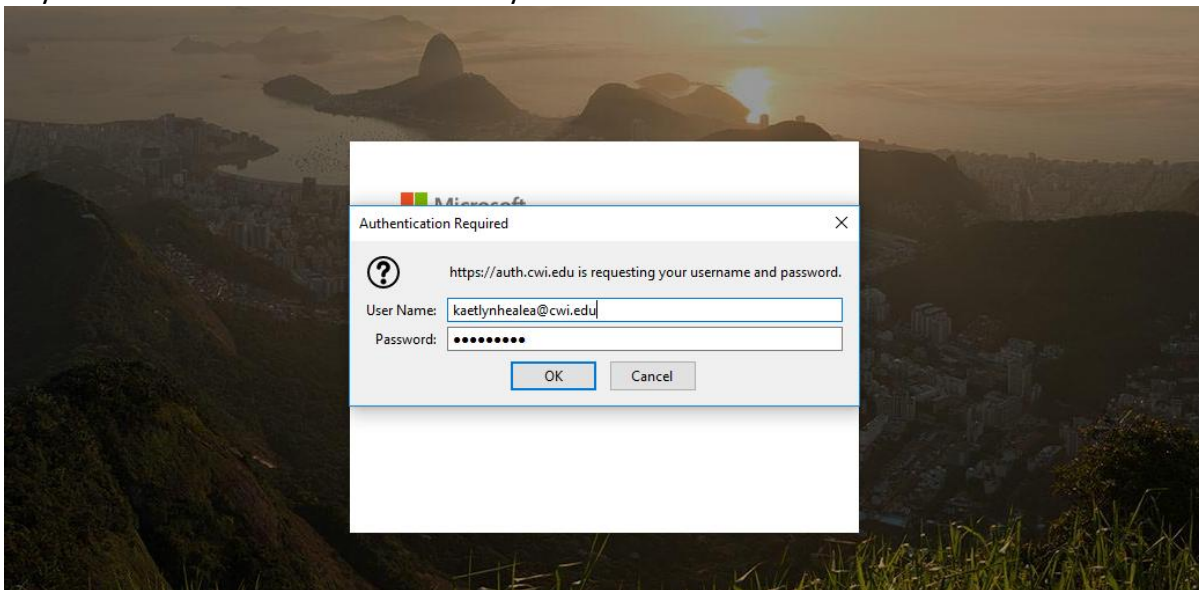
Steps-to-Take:

1. Open a browser window (use Chrome, Firefox or Internet Explorer/Edge BUT not Safari) and in the web address box; enter: portal.office.com
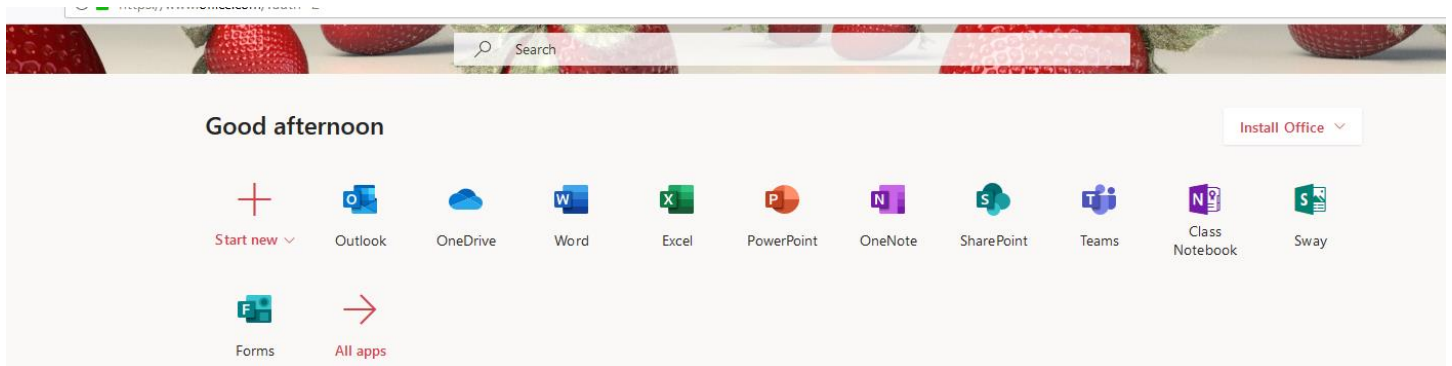

2. Once you do that, a Microsoft page will open that will ask you to enter in your email (see screenshot directly below). You will enter in your school affiliated email. If you are a student, it will be your first and last name, exactly like your username, with no spaces or capital letters, continuing with "@my.cwi.edu". If you are an employee you will follow the same steps, however at the end of your username you will attach "@cwi.edu"

3. When you get to this page (should be a grey authentication pop up box), enter your complete school email again (even though it only asks for a username) and password. These credentials are the same as you use to access Blackboard and MyCWI.

4. Once you have successfully submitted your information into the authentication box, you will be taken to a Microsoft page

You should see a row of different icons at the top of the page. You will select "Outlook", and that will navigate you to your school or work email.