

How to access my Office 365 mailbox?

Set up your Office 365 email in Outlook 2010 or Outlook 2013

1. Open Outlook 2010 or Outlook 2013. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **Next**. Then, on the **E-mail Accounts page**, click **Next** to set up an email account.

If the Microsoft Outlook Startup wizard doesn't appear, on the Outlook toolbar, click the **File** tab. Then, just above the **Account Settings** button, click **Add Account**.

2. On the **Auto Account Setup** page, Outlook may automatically fill in the **Your Name and E-mail Address** settings based on how you're logged on to your computer. If the settings are filled in and they're correct, click **Next** to have Outlook finish setting up your account.

If the settings on the Auto Account Setup page aren't filled in or aren't correct, do the following:

- If the settings on the Auto Account Setup page aren't filled in, type the **correct settings** based on the information that was provided to you by the person who manages your email account.

- If the name in the Your Name box isn't correct, you may need to reset the options on the Auto Account Setup page before you can edit your name. To reset the options, click the option button next to Manually configure server settings or additional server types, and then click the option button next to E-Mail Account.

3. After you click **Next** on the **Auto Account Setup** page, Outlook will search online to find your email server settings. You'll be prompted to enter your user name and password during this search. Make sure that you enter your full email address (for example, john.doe@cbcmgroups.org) as your user name.
4. If Outlook is able to set up your account, you'll see the following text: "Congratulations! Your email account is successfully configured and ready to use." Click **Finish**.

Set up your Office 365 email in Outlook 2016 or Mobile Phones

Please visit the following link to see more details.

<https://support.office.com/en-us/article/add-an-email-account-to-outlook-6e27792a-9267-4aa4-8bb6-c84ef146101b>

Access your Office 365 email from browsers

1. Go to the Office 365 sign-in page or to portal.office.com.
2. Enter the email address and password for your account.
3. Select Sign in.

Note: To sign in to Office 365 using another account, select Use another account the next time you sign in.

For more detail information, please visit the Outlook Support page.

<https://support.office.com/en-us/outlook>