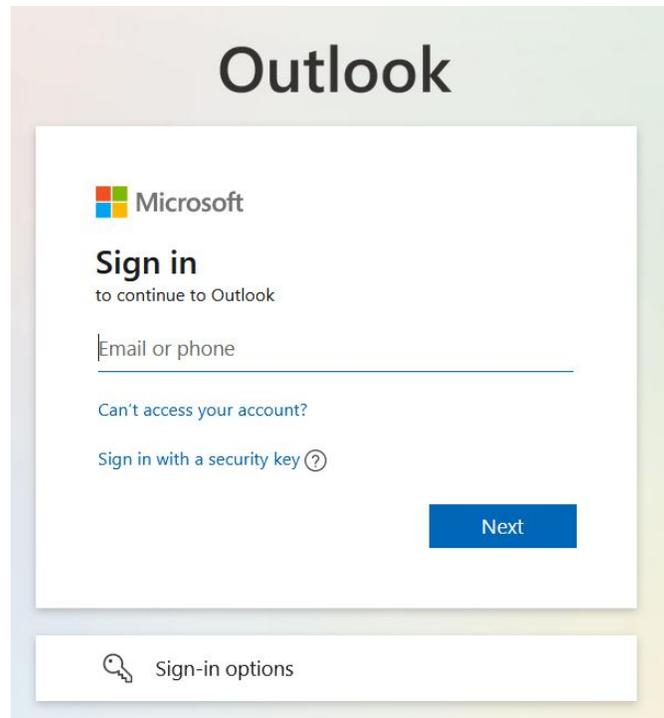


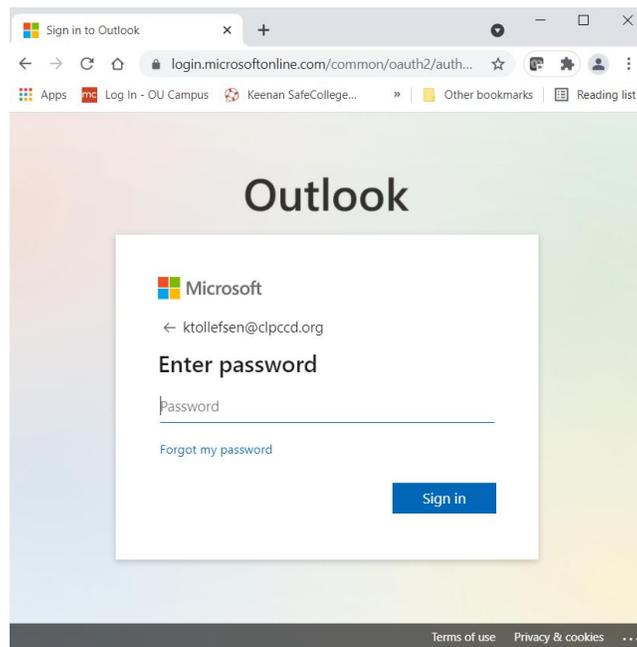
Accessing Outlook 365 Instead of Outlook Web App (OWA)

Below are the instructions for accessing the new Outlook O365 via the cloud/web which replaces access to the old "OWA" web client.

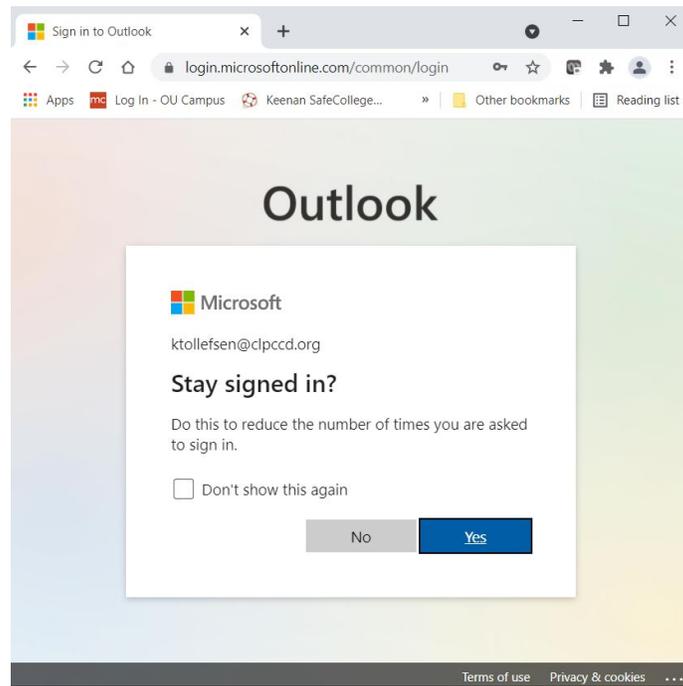
1. If your account has been migrated to O365 and you try to log in at <https://mail.clpccd.org/owa> you will no longer be able to, and will need to go to <https://outlook.office.com> to access your email via the web.
2. The first time you go to <https://outlook.office.com> you will be required to enter your campus email address and click the NEXT button.



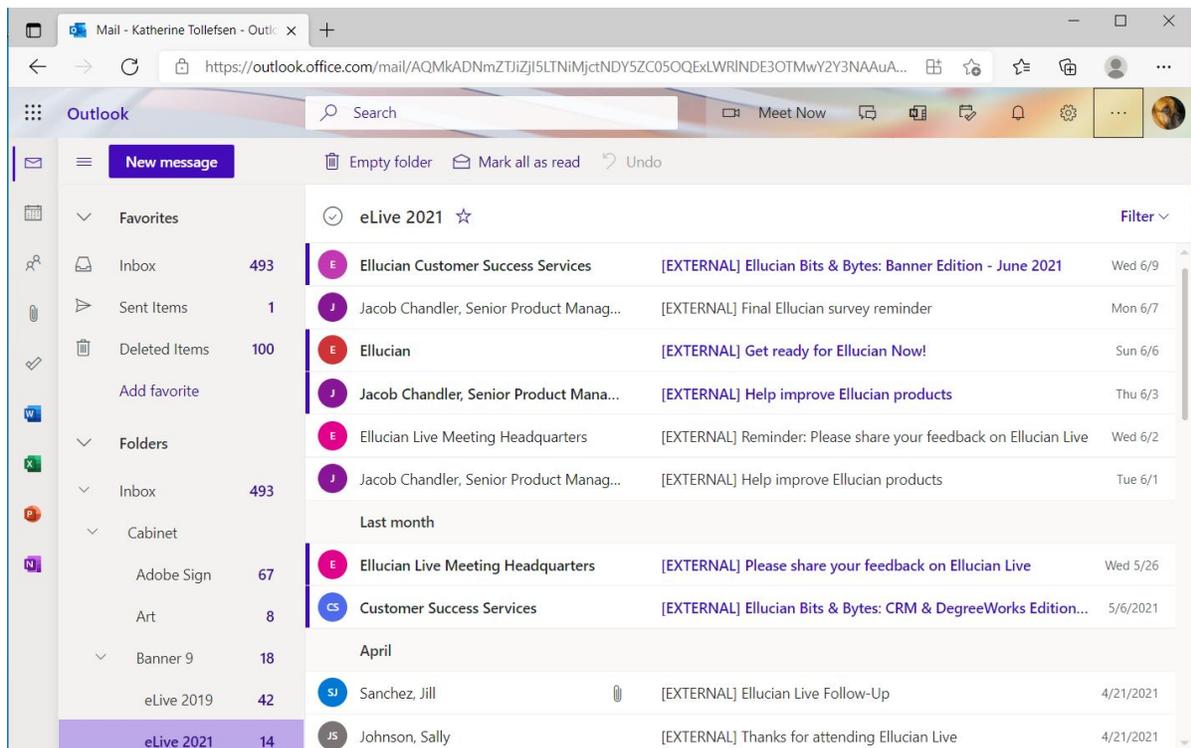
3. Next you will be asked to enter your email/network password then click the Sign in button.



4. You will then be asked if you would like to stay signed in on the web – this decision is up to you.



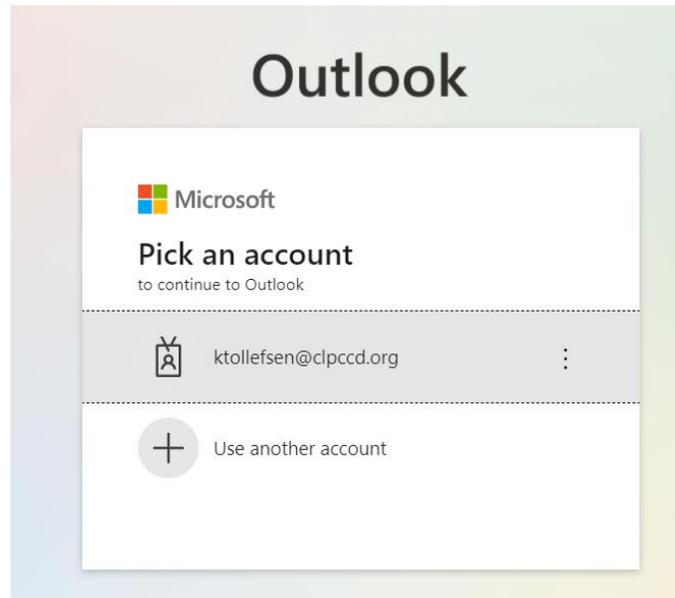
5. You will now be viewing your campus Outlook email on the web in the O365 cloud.



Some notes:

- You will continue to receive email in the Outlook desktop client on your office PC (Outlook 2019) as well as in the O365 cloud.

- The next time you go to <https://outlook.office.com> using the same web browser on your work PC or laptop you will get this log-in screen which remembers your email address. Click to select the email address, then you will be taken to the Sign in screen where you will enter your password.



If your email password doesn't work, please submit a Help Desk ticket in Service-Now: <https://clpccd.service-now.com/>

You can also call the ITS Help Desk at 925-424-1715.