

Cascadia Information Services and Microsoft recommend that you use IE to access your online email, however, Firefox and Chrome also work when accessing your email from off campus. Typical student email accounts follow the format *firstnamemilatname@student.cascadia.edu*. As an example, John L. Doe’s user name would be johnldoe@student.cascadia.edu.

- [1] Using IE, access Outlook Web Access (OWA) by navigating to <https://login.microsoftonline.com/>



Sign in with your work or school account

Keep me signed in

[Sign in](#)

[Can't access your account?](#)

- [2] In User ID, enter your Cascadia email address (*yourusername@student.cascadia.edu*). When you do that, the screen will change slightly:



Redirecting

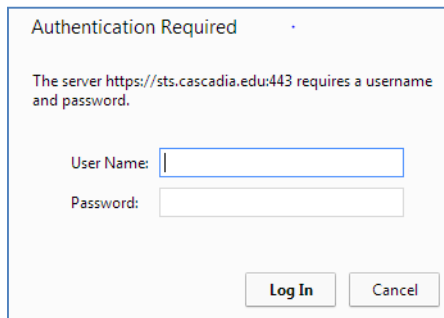


We're taking you to your organization's sign-in page.

[Cancel](#)

Keep me signed in

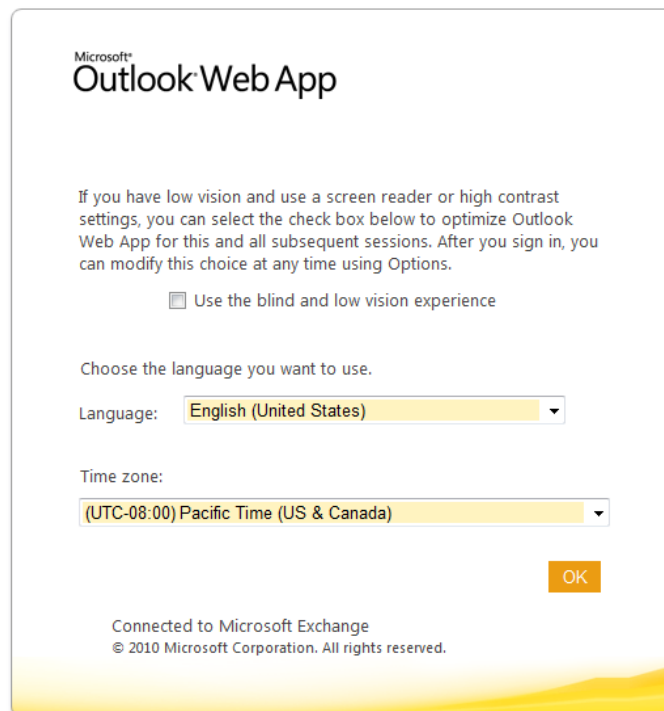
- [3] Since you are off campus, you will get an additional prompt:



The image shows a dialog box titled "Authentication Required". The text inside reads: "The server https://sts.cascadia.edu:443 requires a username and password." Below this text are two input fields: "User Name:" and "Password:". At the bottom right of the dialog box are two buttons: "Log In" and "Cancel".

In User name, enter your username, yourusername@*student.cascadia.edu*.
Your password should be the same either way (the same as you use on campus).

- [4] The first time you log in, you will get this additional prompt. Please make sure that the correct Language and Time zone are selected before clicking "OK".



The image shows a dialog box for the Microsoft Outlook Web App. The title is "Microsoft Outlook Web App". The text reads: "If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options." Below this text is a checkbox labeled "Use the blind and low vision experience". Underneath is the instruction "Choose the language you want to use." followed by a "Language:" label and a dropdown menu showing "English (United States)". Below that is a "Time zone:" label and a dropdown menu showing "(UTC-08:00) Pacific Time (US & Canada)". At the bottom right is an "OK" button. At the bottom left, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

If you have any problems, please contact the Information Services Helpdesk. Reference what documentation you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at **425-352-8228** (ext. 2-8228) or email at helpdesk@cascadia.edu.