

Make sure you are logged on to the PC you are using with your Employee account.

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 on campus.

- [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 (*yourname@cascadia.edu*). When you do that, the screen will change slightly:



Redirecting

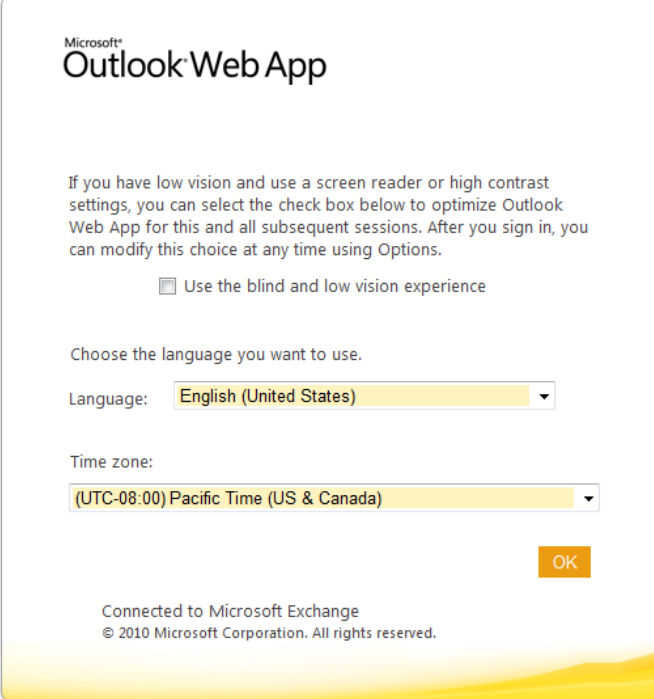
.....

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

[Cancel](#)

Keep me signed in

- [3] 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".



Microsoft  
Outlook Web App

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.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (United States)

Time zone:  
(UTC-08:00) Pacific Time (US & Canada)

OK

Connected to Microsoft Exchange  
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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](mailto:helpdesk@cascadia.edu).