USING OWA TO ACCESS YOUR EMAIL & CALENDAR FROM OFF CAMPUS

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.

Access Outlook Web Access (OWA) by navigating to

https://login.microsoftonline.com

Please note the S in https

You will get the prompt (right)

In User ID, enter your Cascadia email address (yourname@cascadia.edu).

When you do that, the screen will change slightly (right)

Click on “Sign in at Cascadia.edu”

Since you are off campus, you will get an additional prompt (right)

In User name, you can enter either employee\yourname or you can enter
yourname@cascadia.edu

Your password should be the same either way (the same as you use on campus).

If this is your first time logging on to the new OWA, see page 2. Otherwise, you should now be logged in and ready to start sending email or managing your calendar (see below).
The first time you log in, you will get this additional prompt *(left)*

Please make sure that the correct Language and Time zone are selected before clicking “OK”.

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**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:  

Time zone:  

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

OK

Connected to Microsoft Exchange
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