

# Accessing your Cascadia email, calendar and other Office365 applications via the web.

1. In your web browser, navigate to <https://login.microsoftonline.com/>. If you are on campus, you may find that you are automatically logged in to your account. Otherwise, you will be prompted for your email address. Please enter your Cascadia email address (yourusername@student.cascadia.edu).



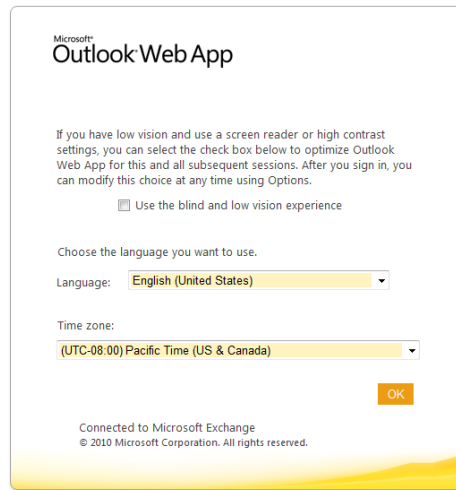
2. When you do that, you will be asked if you are trying to log in on a Work or school account or a Personal account. Please select Work or school.:



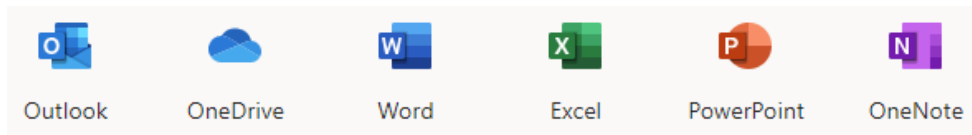
3. You may be redirected to another login page where you can enter your password. When using Chrome, IE or Edge on campus, you may not get this screen as the browsers automatically use the credentials you are logged onto your computer or laptop as. Your user name will typically be filled here, however, if it isn't, enter your email address (yourusername@student.cascadia.edu). Your password should be the same as your Cascadia network account.



4. The first time you log in, you may get this additional prompt (or something similar). Please make sure that the correct Language and Time zone are selected before clicking "OK".



- [1] To view your email or your calendar, you must select Outlook from the applications presented. You will also have the option to open other Office 365 applications that have been assigned for your use.



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), chat with us at [support.cascadia.edu](https://support.cascadia.edu) or email us at [helpdesk@cascadia.edu](mailto:helpdesk@cascadia.edu).