Accessing Outlook on the Web for Office 365

This article covers how faculty and staff can access their campus Office 365 email on the web.

Choose the way you want to access Outlook on the Web to see instructions on how to use that method.

Access using your portal
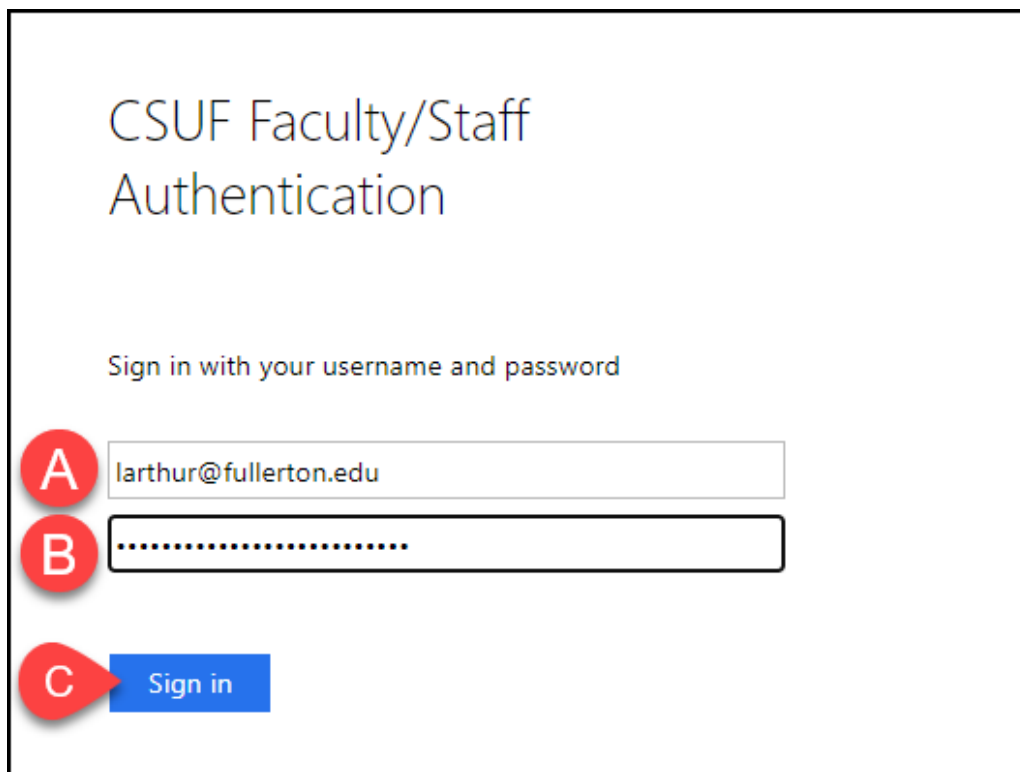
1. Log in to your campus portal.

[View instructions on how to access your campus portal.](#)

2. Click on the Faculty/Staff email icon.

A. Click on the Faculty/Staff email icon at the top right of the portal homepage.
B. Note that the Student email icon may appear if you also have student access; you can hover over the button to check which email account each button will take you to.

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Page 1

3. Enter your campus email address and password. Then click Sign In.

A. Enter your campus email address (e.g., tuffytitan@fullerton.edu).
B. Enter your campus password. This is the same password you use to log on to the campus portal.
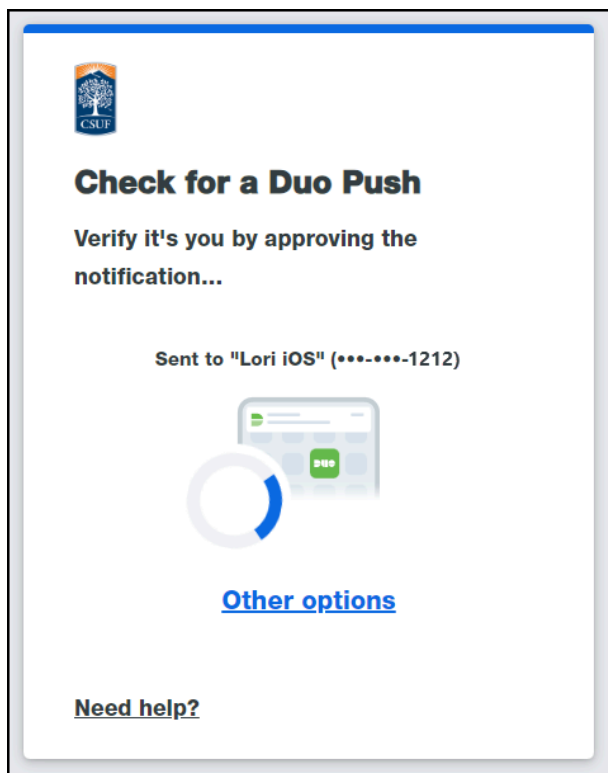C. Click **Sign In**.

4. You'll be prompted to authenticate with Duo.

New to Duo?

[View Duo guides for Faculty/Staff/Emeriti](#)

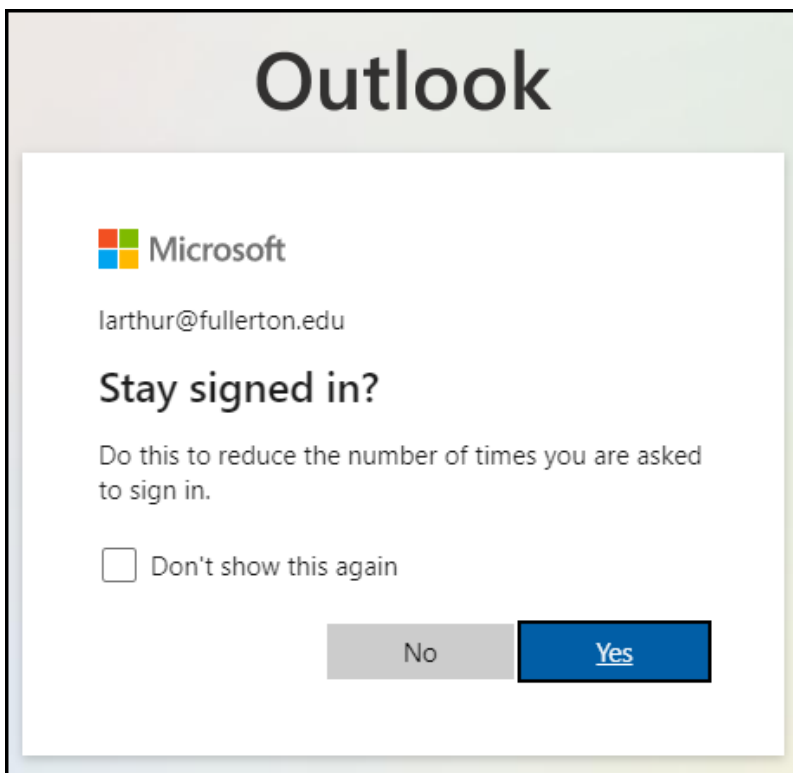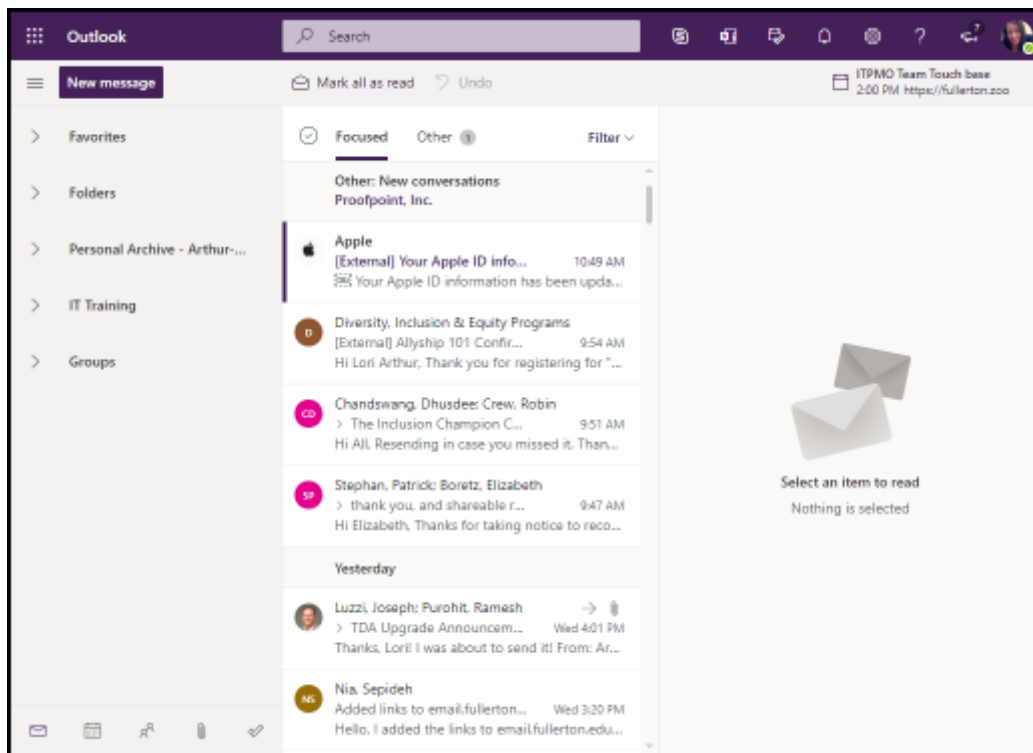[View Duo guides for Students](#)

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ℹ️ Remember you can use **Other options** to choose another way to authenticate with Duo.

5. If prompted, you can choose whether or not you want to stay signed in.

💡 If you will be using this computer/device again, you can click Yes to avoid having to sign in again.
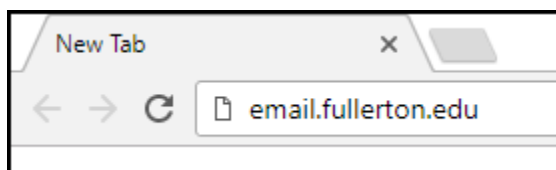
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6. You're done!

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You're now logged in to Outlook on the Web. Continue reading for some tips on using Outlook on the Web.
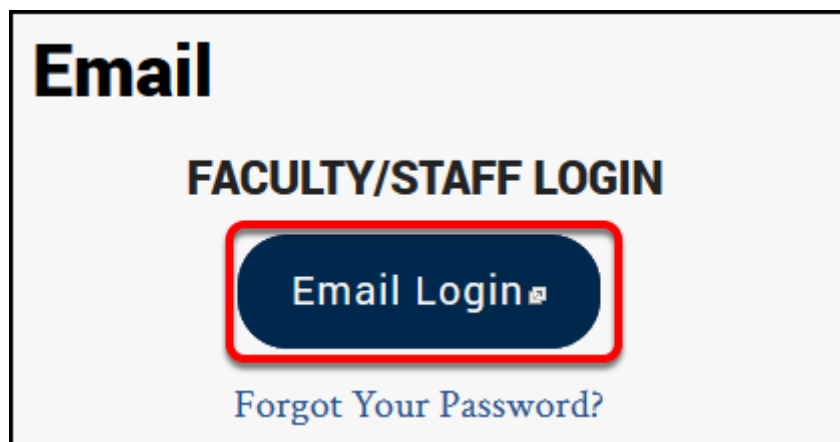
Access using Login to Email page
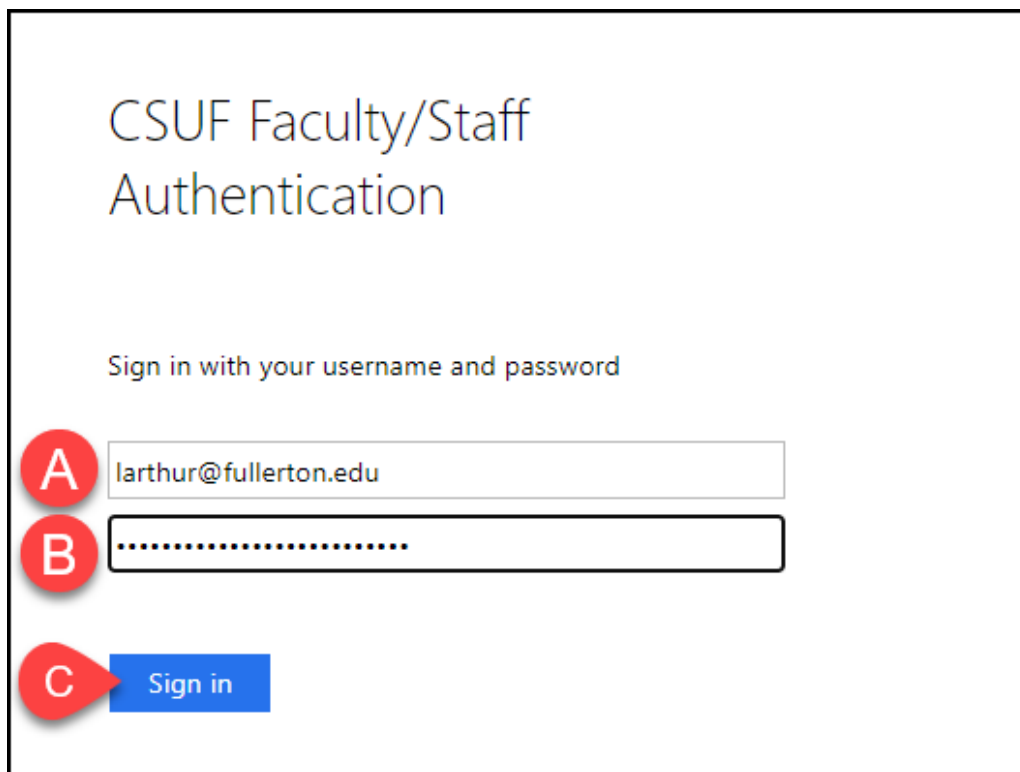
1. Open a web browser to the Login to Email page.

Open a web browser to the Login to Email page.

2. Click on Email Login under Faculty/Staff Login.

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3. Enter your campus email address and password. Then click Sign In.

A. Enter your campus email address (e.g., tuffytitan@fullerton.edu).
B. Enter your campus password. This is the same password you use to log on to the campus portal.
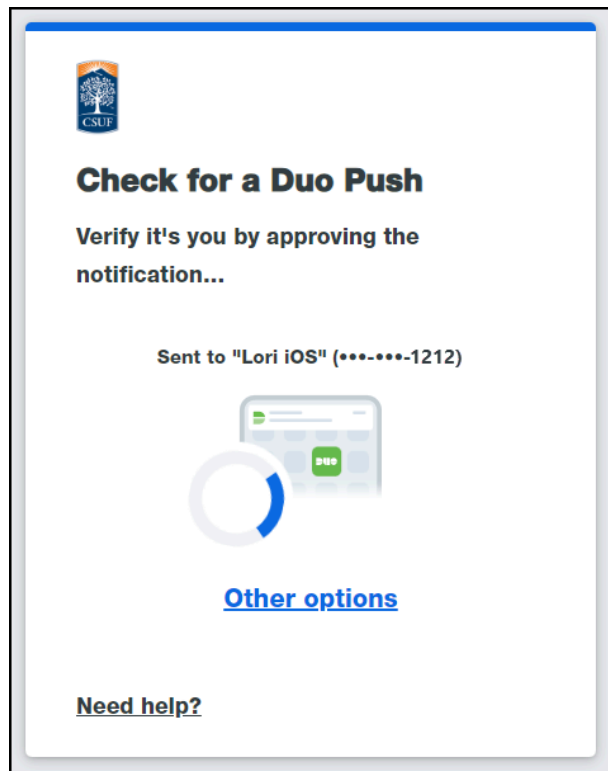C. Click **Sign In**.

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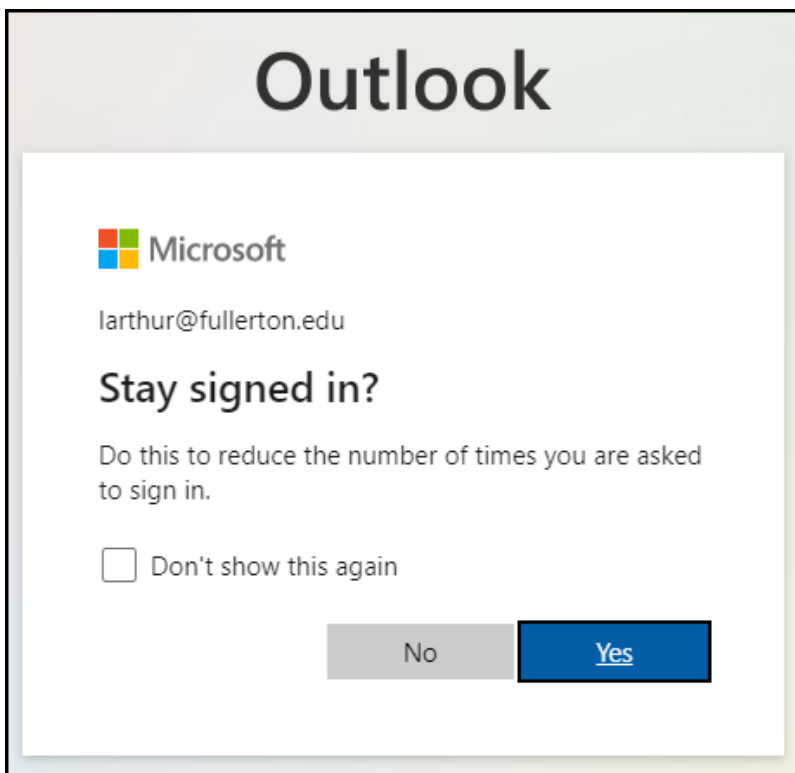
    View Duo guides for Faculty/Staff/Emeriti

    View Duo guides for Students

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If you will be using this computer/device again, you can click Yes to avoid having to sign in again.

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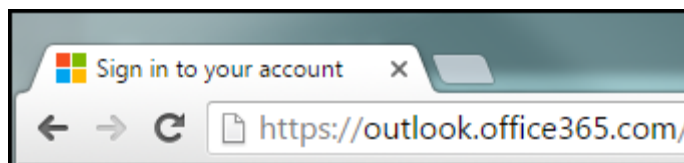
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You're now logged in to Outlook on the Web. Continue reading for some tips on using Outlook on the Web.

Access using Microsoft's Outlook login page

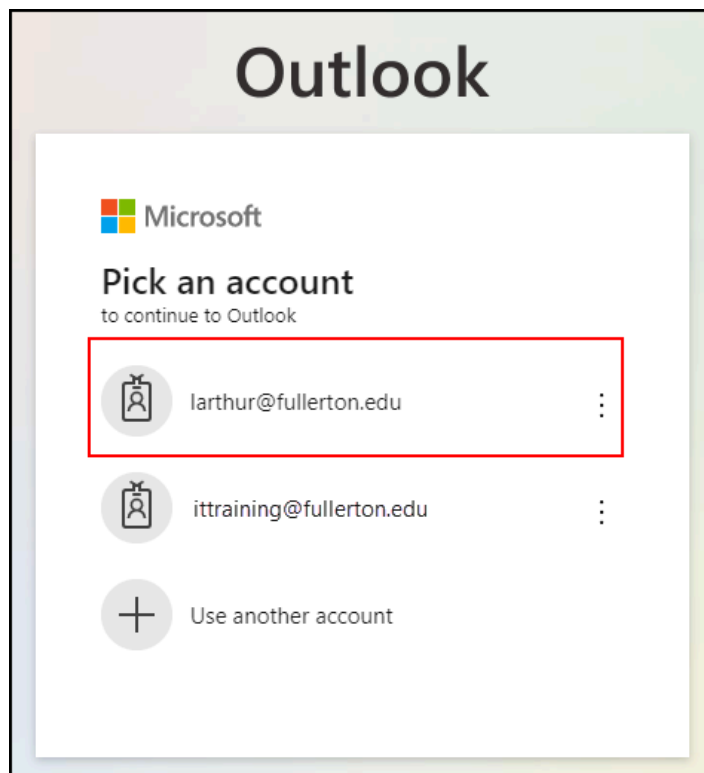## 1. Open a web browser to Microsoft's Outlook login page.

Open a web browser to Microsoft's Outlook login page.

2. Choose which option appears for you.

I see a "pick an account" screen

1. If you have used this link before, you may see your CSUF account already listed. Click on your account.

If you do not see your CSUF account listed, click **Use another account** and then follow the instructions below to sign in to your CSUF account.

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2. Enter your campus password. Then click Sign In.

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A. Enter your campus password. This is the same password you use to log on to the campus portal.
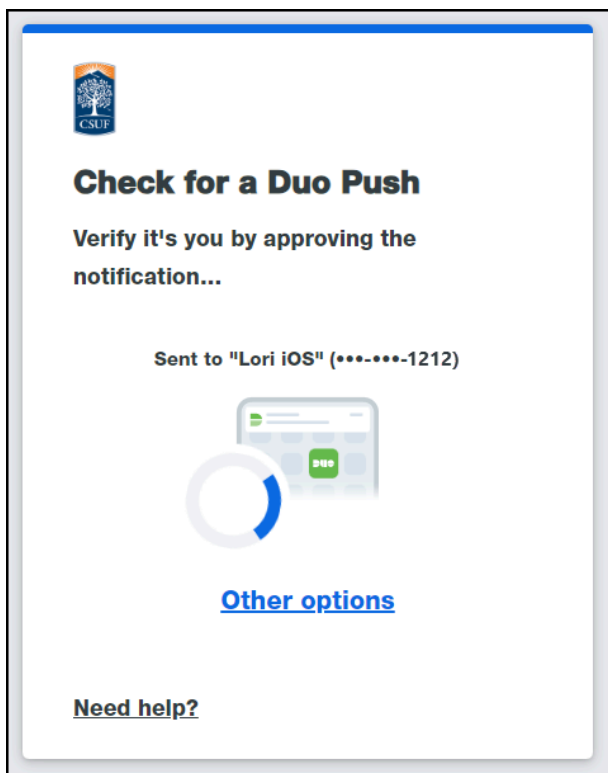B. Click **Sign In**.

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Remember you can use **Other options** to choose another way to authenticate with Duo.

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4. If prompted, you can choose whether or not you want to stay signed in.

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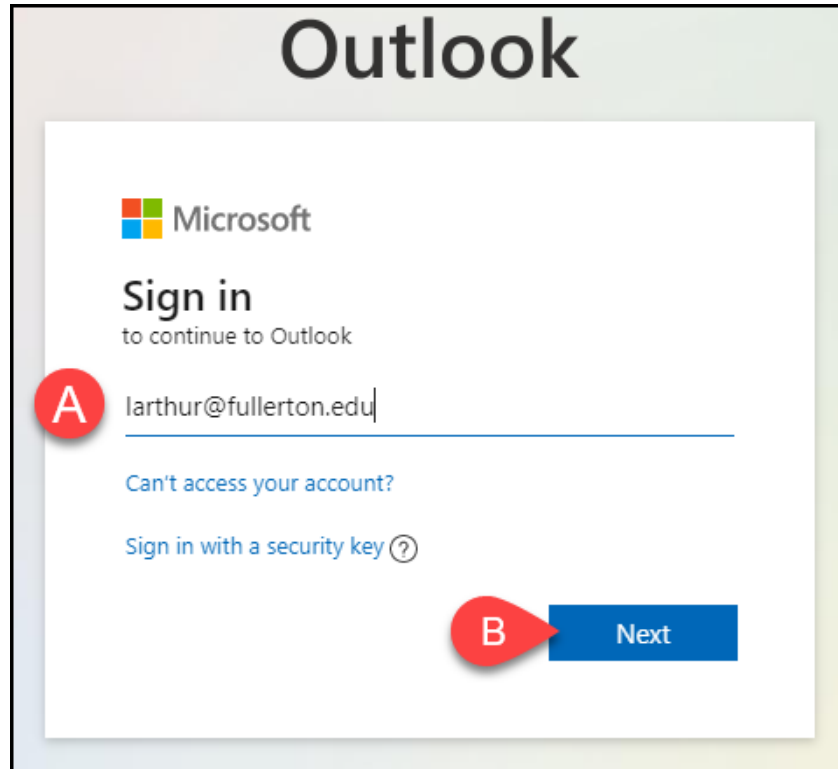

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5. You're done!

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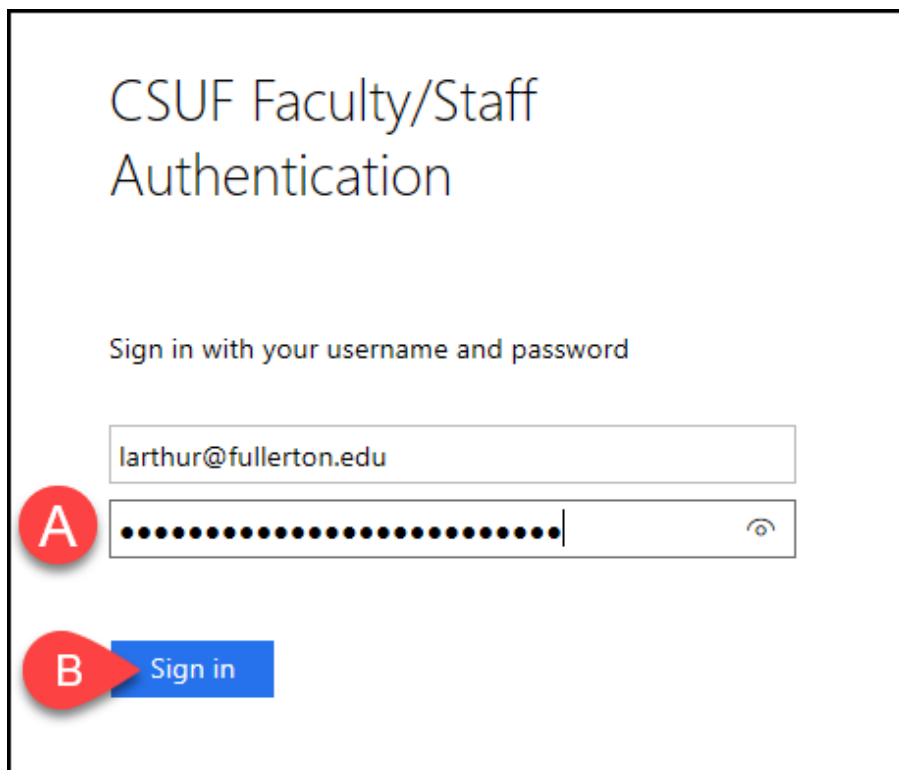
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I see a sign-in screen asking me to enter my email address

1. If prompted, enter your campus email address. Then click Next.

A. Enter your campus email address (e.g., tuffytitan@fullerton.edu).
B. Then click **Next**.

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2. Enter your campus password. Then click Sign In.

A. Enter your campus password. This is the same password you use to log on to the campus portal.
B. Click **Sign In**.

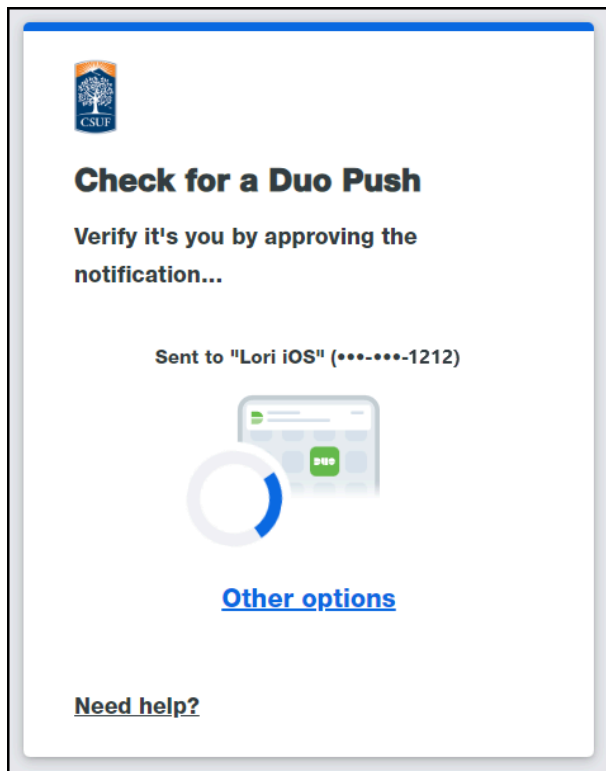## 3. You'll be prompted to authenticate with Duo.

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5. You're done!

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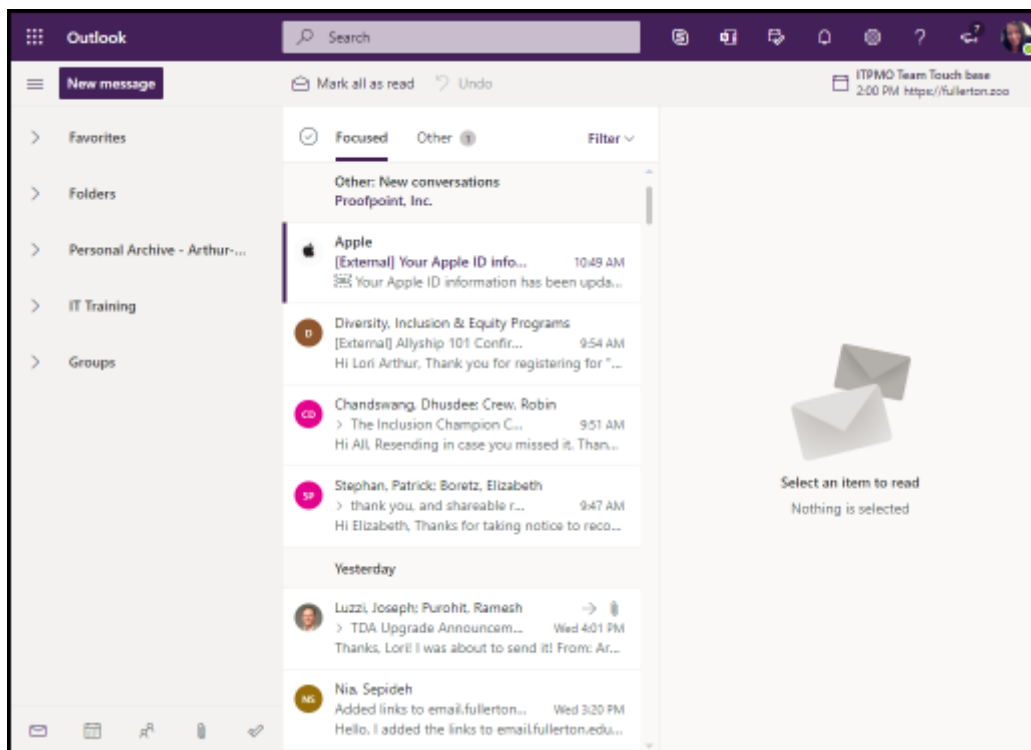
You're now logged in to Outlook on the Web. Continue reading for some tips on using Outlook on the Web.

Office 365 on the Web Tips

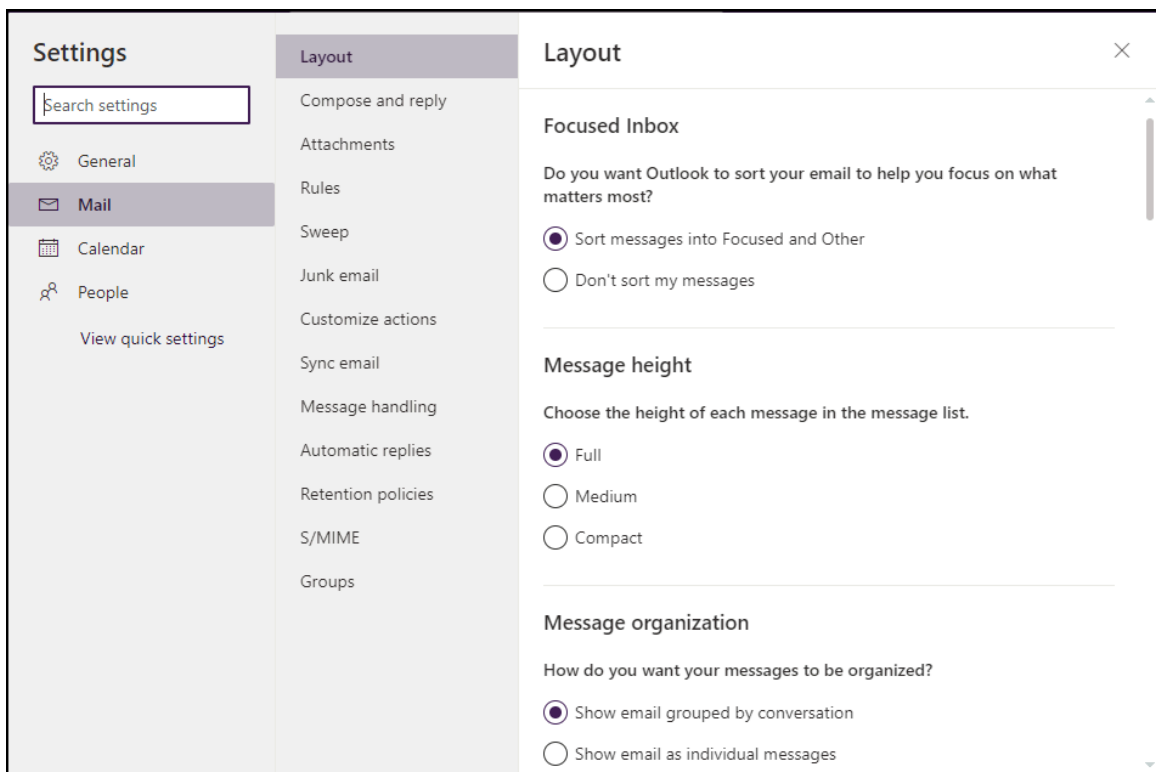## View Office 365 on the Web Tips

To make changes to your Outlook on the Web settings, click on the Gear icon at the top right of the screen. Click View all Outlook settings to view all available settings.

💡 Some of the settings in Outlook on the Web (such as Manage add-ins) will affect your desktop Outlook settings as well.
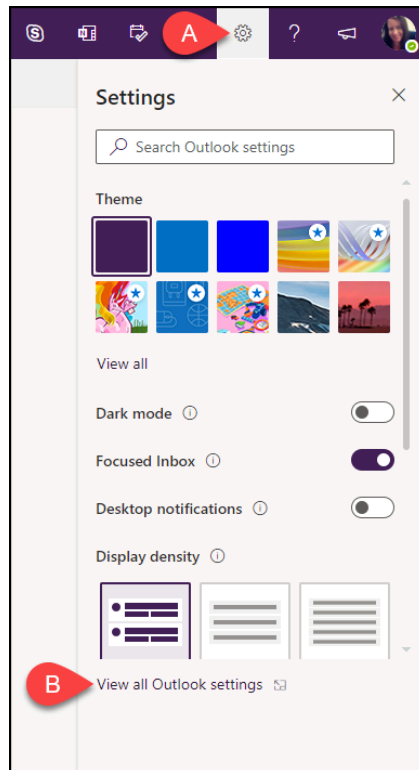
A. Click on the gear icon to access the Settings menu.
B. Click **View all Outlook settings** to view all available settings.

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Use the left menu to explore the settings that you can modify for Outlook.

Remember when you make a change, click the Save button.

⚠️ Note that the Save and Discard buttons often do not appear until after you have made a change on the screen.

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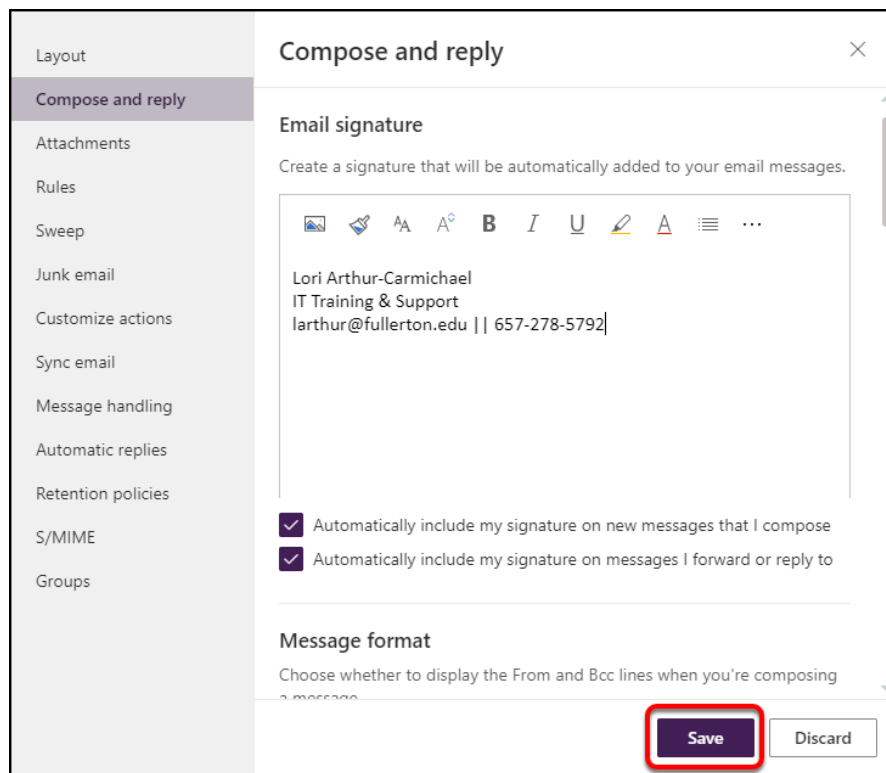
Click **Save** to save your changes. Or choose **Discard** to get rid of any changes you made.

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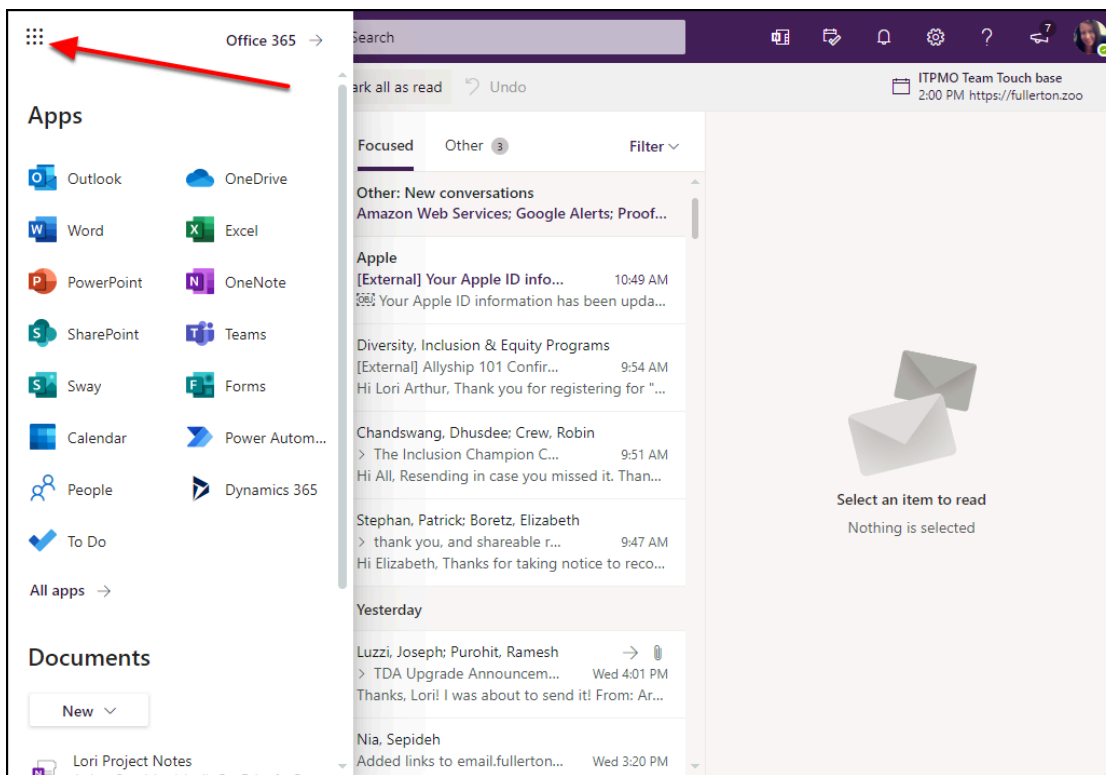**To modify your picture or sign out of Outlook on the Web, click on the picture at the top right of the screen.**
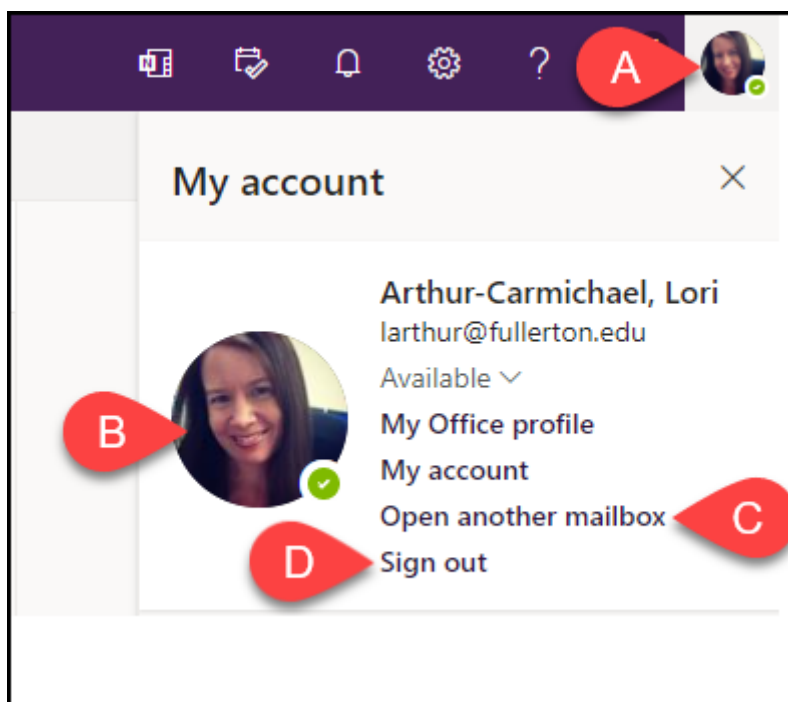
A. To modify your profile picture or sign out, click on the picture at the top right of the screen.
B. Click on the picture (or placeholder picture) to modify your profile picture.
C. Click **Open another mailbox** to sign in to an additional CSUF email account.
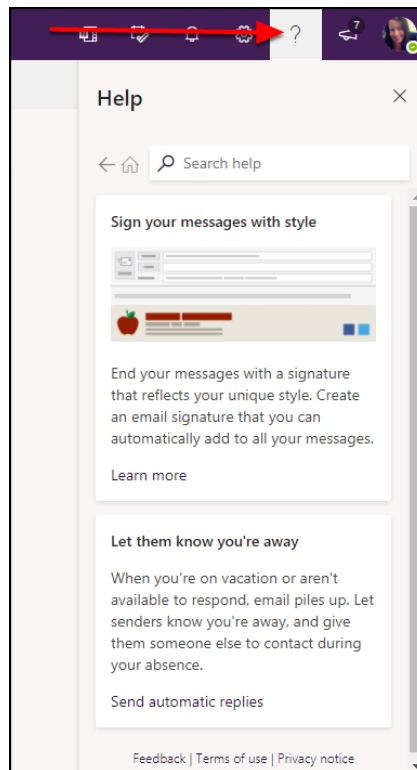D. Click **Sign out** to sign out of Outlook on the Web.

To go to another Office 365 application like Word Online, OneDrive, or OneNote, click on the app launcher icon and select the app you want to open.

⚠️ Notice that you have the option to open applications like Word and Excel. Keep in mind these are the *online* versions of these apps; clicking on Word will open Word Online and not Word on your desktop.

Need More Help?

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You can access Outlook on the Web Help by clicking on the question mark at the top right of the screen.

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

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