Office365
How to go to your Campus email via a Web Browser

UNIVERSITY of
LOUISIANA
LAFAYETTE

IT Service Desk

Purpose: To log into your Campus Email Account via a Web Browser.
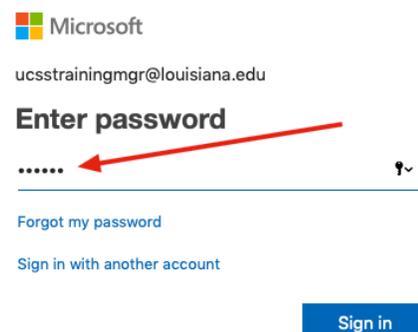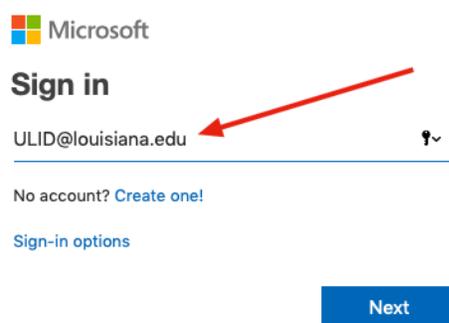
Steps:

1. Go to the Following URL: http://outlook.com from any Computer Browser:
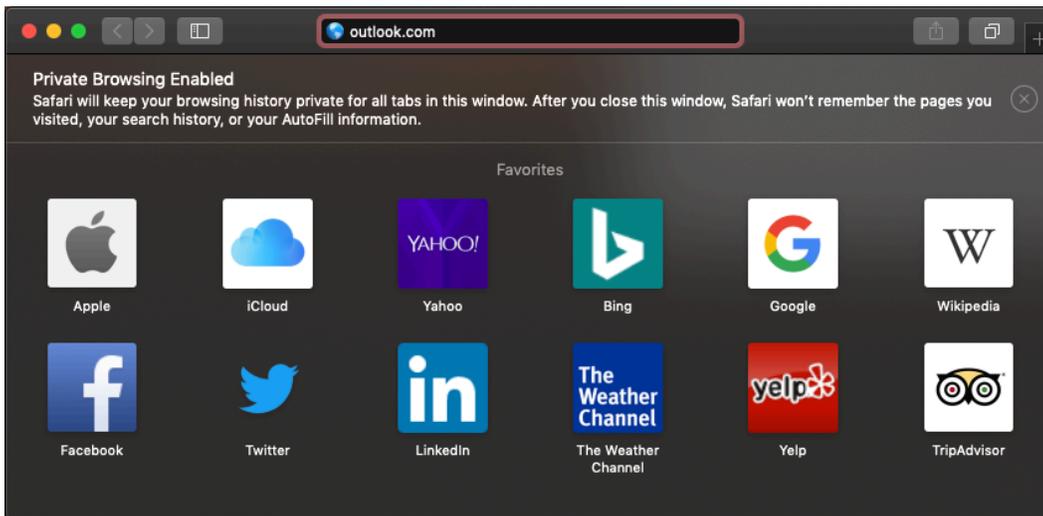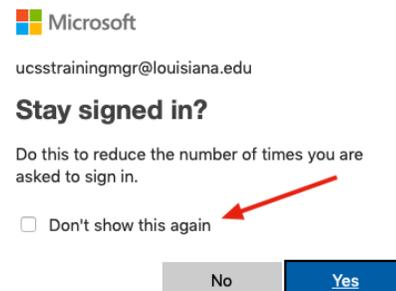

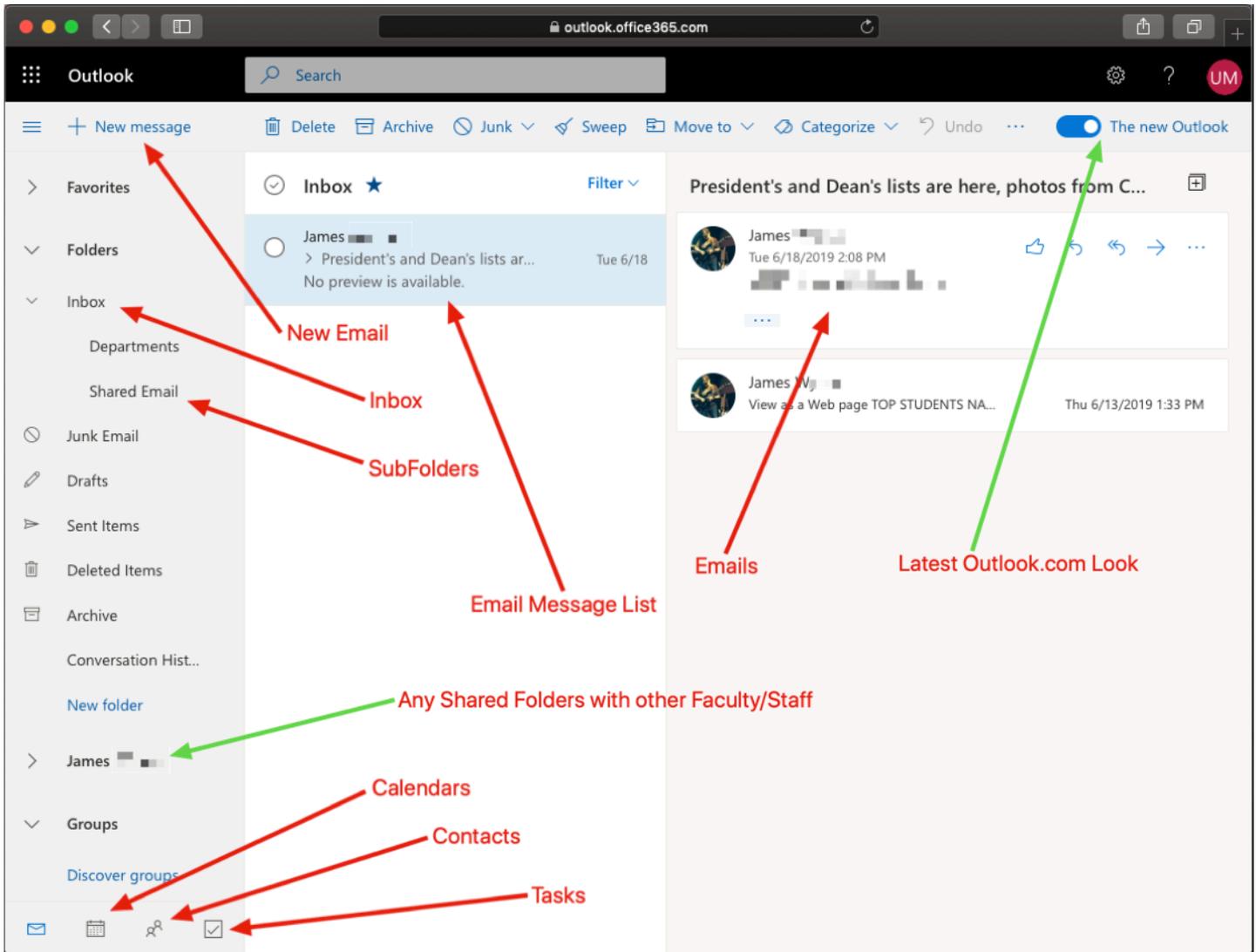2. You will log in with your ULID@louisiana.edu (Regardless of Alias you may use):

Enter your ULID@louisiana.edu and then your password on the next screen:

Microsoft

Sign in

ULID@louisiana.edu

No account? Create one!

Sign-in options

Next

Microsoft

ucsstrainingmgr@louisiana.edu

Enter password

••••••

Forgot my password

Sign in with another account

Sign in

If this is not a Public computer you can set it to automatically log you in next time (Hit YES and select the box shown to the right):

Microsoft

ucsstrainingmgr@louisiana.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

3. You should now see your new email screen:

For Information on How to use Outlook.com you can go to our Office 365 Training page where we have multiple tutorials by the It Service Desk and links to Microsoft Tutorials.

https://servicedesk.louisiana.edu/get-help/knowledgebase/office365-education-deployment-project/office-365-training-help