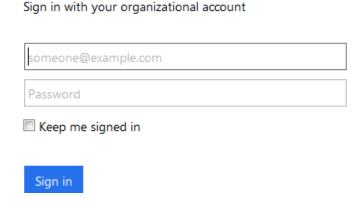# LU O365 ROLLOUT

Office 365
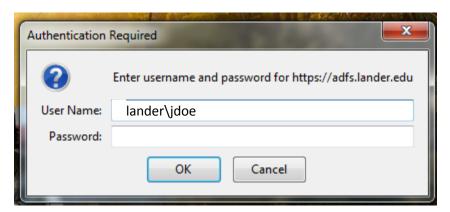
Your complete Office in the cloud

Access Your Lander Email from any computer with Internet Access

1. Open a web browser such as Internet Explorer, Mozilla Firefox, or Google Chrome

2. Type in the following address: https://outlook.office365.com

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

3. At the first login screen, type in your Lander email address *(i.e. jdoe@lander.edu)*

4. Once you click to the next field, you will automatically be directed to the organization account.

5. You will then need to enter your username and password.
   (You may be required to enter your username as lander\username)

Authentication Required   ✕

❓ Enter username and password for https://adfs.lander.edu

User Name: lander\jdoe

Password:

OK   Cancel

6. Your mailbox should now display. Bookmark this site for easy access.