

Concordia Texas University

Information Technology Server Team

Accessing Office 365 Email

The Personal Support Center is ready to assist you. We have agents available 24x7x365.

Email: <u>CTXHelp@personalsupportcenter.com</u>

Phone: (877) 497-5856



Accessing Office 365 Email

Login to Office 365 directly:

- 1. Open web browser
- 2. Go to portal.office.com
- 3. Enter your CTX student email address and hit Next

Microsoft		
Sign in		
Rolando.Armien@ct	x.edu	
No account? Create on	e!	
Can't access your accou	unt?	
Sign-in options		
	Back	Next

- 4. Enter your CTX student password, click on Sign in
- 5. Click on the Outlook app

Good afternoon	م	
Apps		Install Office apps $\ \!$
03 Outlook 🛗 Calendar 🕺 People	Tasks 🐼 PowerApps 📌 Flow	v 💙 To-Do
Dynamics 365 S StaffHub		
Explore all your apps $ ightarrow$		
Calendar		New Event
Monday, April 2, 2018		
Mon 2 Tue 3 Wed 4 Thu 5 Fri 6 Sat 7 Sun 8		

- 6. When logging in for the first time, you will need to manually update the time zone to Central Time.
 - a. After logging in, click on the **Settings** icon located in the top right-hand corner of the screen and select **Mail**.
 - b. On the menu located on the left-hand side of the screen, select General.
 - c. Select Region and Time Zone.
 - d. Change **Current time zone** to (UTC-06:00) Central Time (US & Canada).
 - e. Click Save.
- 7. You are now in your Office 365 student email mailbox.

**All your emails and folders from Gmail have already been migrated to Office 365. Any future emails will be delivered to this account. **



Login to Office 365 via Concordia.edu:

1. You may access your Student Office 365 email account by browsing to Concordia.edu in your web browser. Select the Quick Links menu in the upper right-hand corner of the page and click on Webmail:



2. On this page, click on the Student Webmail button

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3. Enter your CTX Student email address and password to log in to your email account.

