

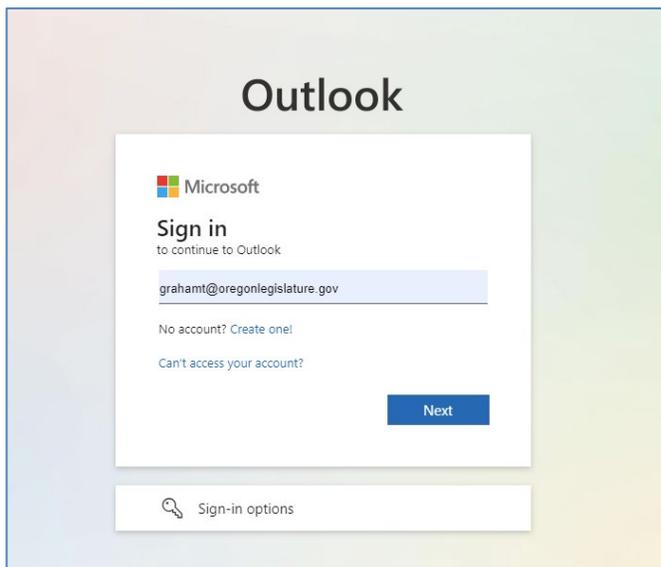
Outlook Web Access – Job Aid

Purpose

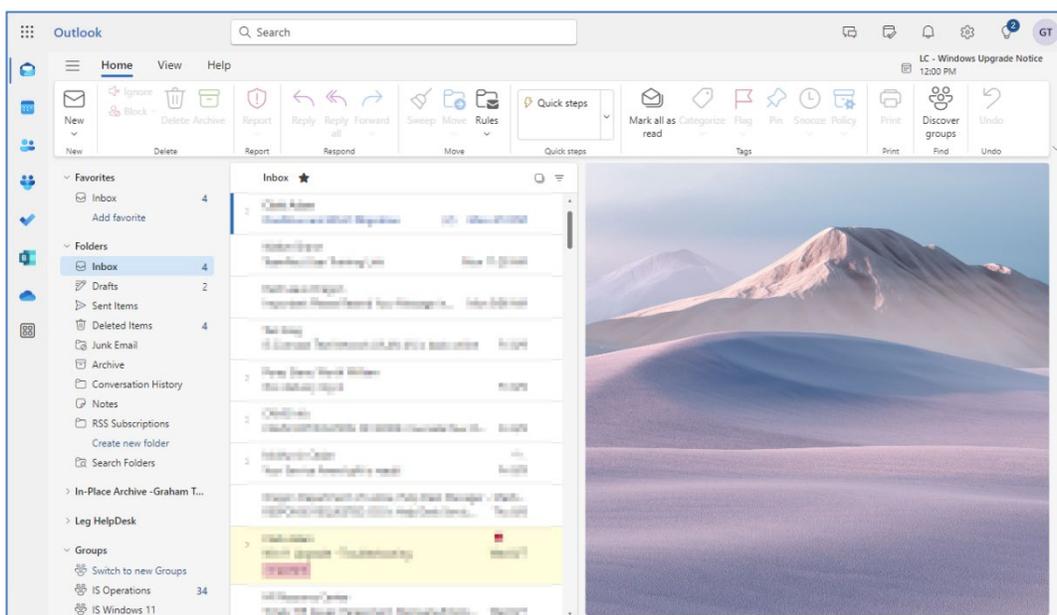
With Office Outlook Web Access (OWA), you can use a Web browser to access your email from any computer with an Internet connection.

Logging into Outlook online

1. Open your Web browser.
2. In the Address box, enter: outlook.office365.com
3. Enter your Legislature email address (username@oregonlegislature.gov)
 - Depending on which browser you are using, the screen may change and ask to sign in.



4. Select **Next**
5. If prompted, enter your network password or enter your MFA code
6. Your mailbox will appear



Personalizing Outlook's Online Function and Appearance

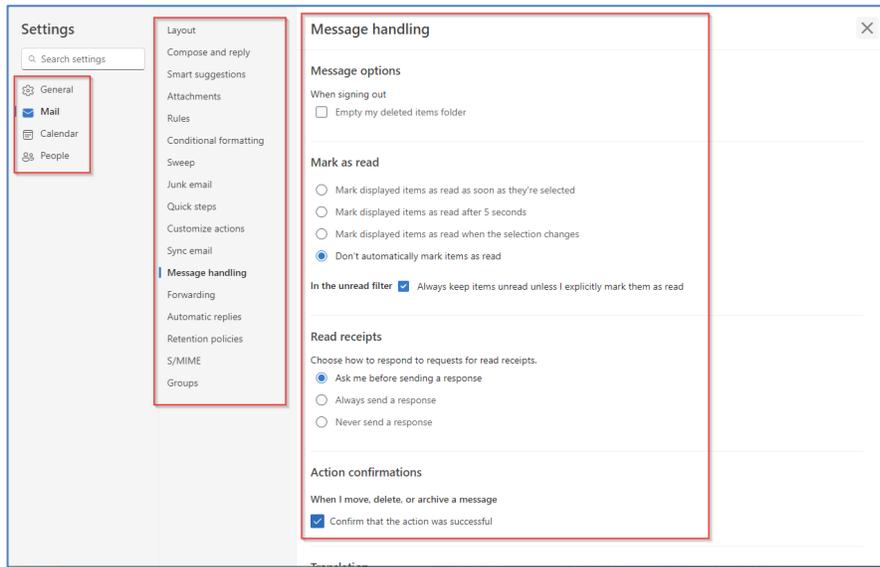
Outlook online has several general and message handling options that you can set and save as part of your profile.

To change these settings:

1. Click on the gear icon in the upper right corner.



2. The settings dialog box opens
3. Navigate down to the settings you would like to change:
 - There are several options to choose from



Removing or Wiping Mobile Devices from Account

Each account may allow up to 10 devices to access it. Outlook online gives you the ability to remove a mobile device so that it will no longer have access to your account.

1. Click on the gear icon in the upper right corner.



2. Click **General**
3. Click **Mobile devices**
4. Hover over the device you want to delete and click the delete icon to remove the device

