

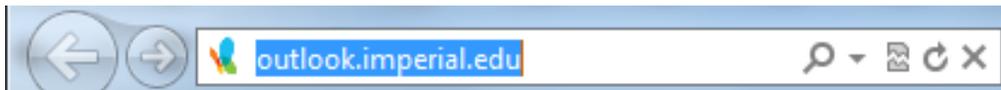
# How to Login to Office 365 Webmail

## Overview

As we transition all faculty and staff to Office 365 you will no longer be able to use the existing Staff Webmail, which exists currently at <http://webmail.imperial.edu>. Once your account has been migrated you will need to use the new Staff Email (Office 365) link in the Faculty and Staff menu on the IVC website or by going to <http://outlook.imperial.edu> directly.

## Instructions

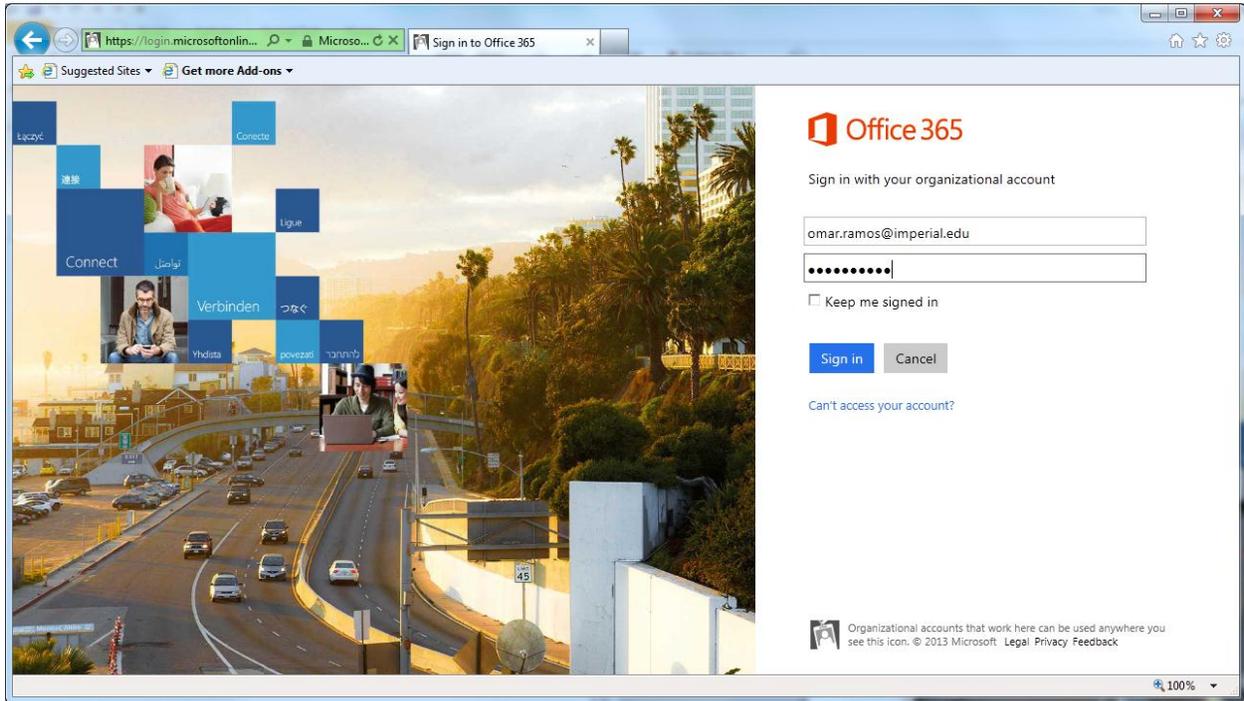
To login to the new **Staff Webmail** you can type in the **outlook.imperial.edu** address directly in the **Address Bar** of your browser:



Or you can use the Staff Email (Office 365) link in the Faculty and Staff menu on the IVC website:

Faculty & Staff	Courses & Programs	Apply Now
WebSTAR	Faculty Websites	
Blackboard	Handbooks	
Blackboard Support	Human Resources	
Academic Services	Human Resources Forms	
Business Services	Information Technology	
Campus Committees	Institutional Research	
Academic Senate	LGBT Designee	
Advisory & Mandated Committees	Mailing Lists	
CART Committee	Microsoft Office for Home Use	
College Council	Password Reset Tool	
Educational Master Planning	Program Review Entry	
Planning Committees	Service Desk	
Student Learning Outcomes	Staff Email	
Campus Security	<b>Staff Email (Office 365)</b>	
Classroom Technology Support	Strategic Planning Online	
CurricUNET	Student of Concern Form	

Once you've completed either one of the above options you should be taken to the Office 365 Login page which will look something like this:



To login, simply type in your Full IVC Email Address and your Email Password (this is the same password you use to login to your computer and Blackboard).

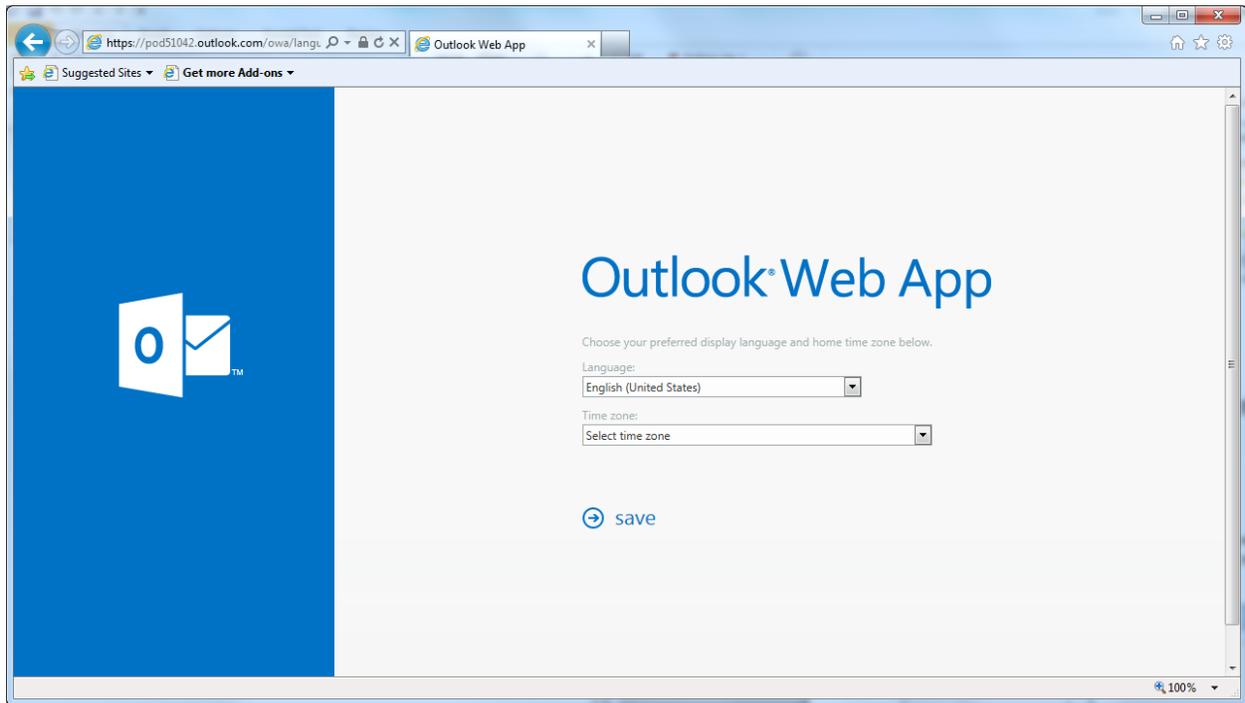


Sign in with your organizational account

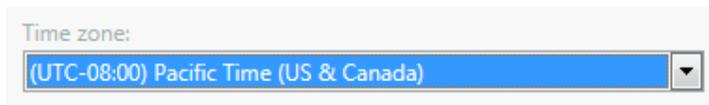
Keep me signed in

[Can't access your account?](#)

If this is the first time you've ever logged into Office 365 then you should see the following screen which requires you to choose a Time Zone:



You should select Pacific Time from the dropdown list and then hit Save:



## Troubleshooting

If you see a screen like the following after trying to login then it means that your account has not been migrated to Office 365 yet and you should instead login at the current Staff Webmail link:

<http://webmail.imperial.edu>

