

Steps to access email via a web browser.

- 1) Go to <https://office.com/>
- 2) Select 'Sign In' in the upper right corner.



- 3) Type in your work email, e.g. first.last@cdcr.ca.gov

Sign in

Email, phone, or Skype

No account? [Create one!](#)

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

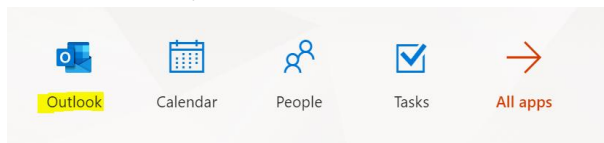
[Sign-in options](#)

Next

- 4) Select 'Next'

On a CDCR computer

- 5) You will automatically be signed in
- 6) To access email, select 'Outlook'



On a personal computer

- 7) Select 'Active Directory'
Sign in with one of these accounts



Edge



Active Directory

- 8) Type in your password and select 'Sign In'
- 9) Choose to stay signed in or not. If this is a public computer, select 'No', otherwise you can select 'Yes'.
- 10) Select 'Outlook'

