Office 365 Access

- 1. Click on this link: <u>http://outlook.com/owa/rcsi.com</u>
- 2. Enter your new .COM username and current password
 - a. Format is as follows <u>jmurphy@rcsi.com</u>
 - b. Enter your password
 - c. Click sign in

RCSI Global	Campus
Sign in with your orga	nizational account
jmurphy@rcsi.com	

- **3.** The first time you should land on the following page (shown below)
 - a. Click on the "Mail" icon.

Search onlin	e documents			۹				<u>♥</u> Insta	Il Office 2016 Other installations
OneNote	N P Class Notebook	o 🗹 Mail	Calendar	Sway	Word	P	Excel	OneDrive	F BEE Forms
Planner	People	Tasks	V 🖸 Video	SharePoint	D F Delve	Newsfeed	Y Yammer	PowerApps	Flow
Stream	Teams	Dynamics 365							

b. If this is the first time you have connected to Office 365 Mail, you will be asked to choose your language and time zone.

0	Courted display language and home time zone below. Language: English (United States) Time zone Select time zone

If you have issues connecting to Office 365 Mail

- Make sure your internet connection is ok
- $_{\odot}$ $\,$ Make sure your username and password are correctly typed
- Try using your browsers private browsing functionality
 - Google Chrome Incognito Mode: In Windows (Press CTRL+SHIFT+N) In Mac OS X (Press COMMAND+SHIFT+N)

If you can access your emails after using Incognito Mode please follow the guide (<u>here</u>) to clear your browsers cache files and cookies.

Mobile Device

Use this <u>link</u> on your mobile device to download and install the Outlook app. Make sure you are using your username and password as described above.

If you want to use or are already using a different email app to the Outlook app, you must use the username and password as described above. If your device asks for a "Server Address" use outlook.office365.com