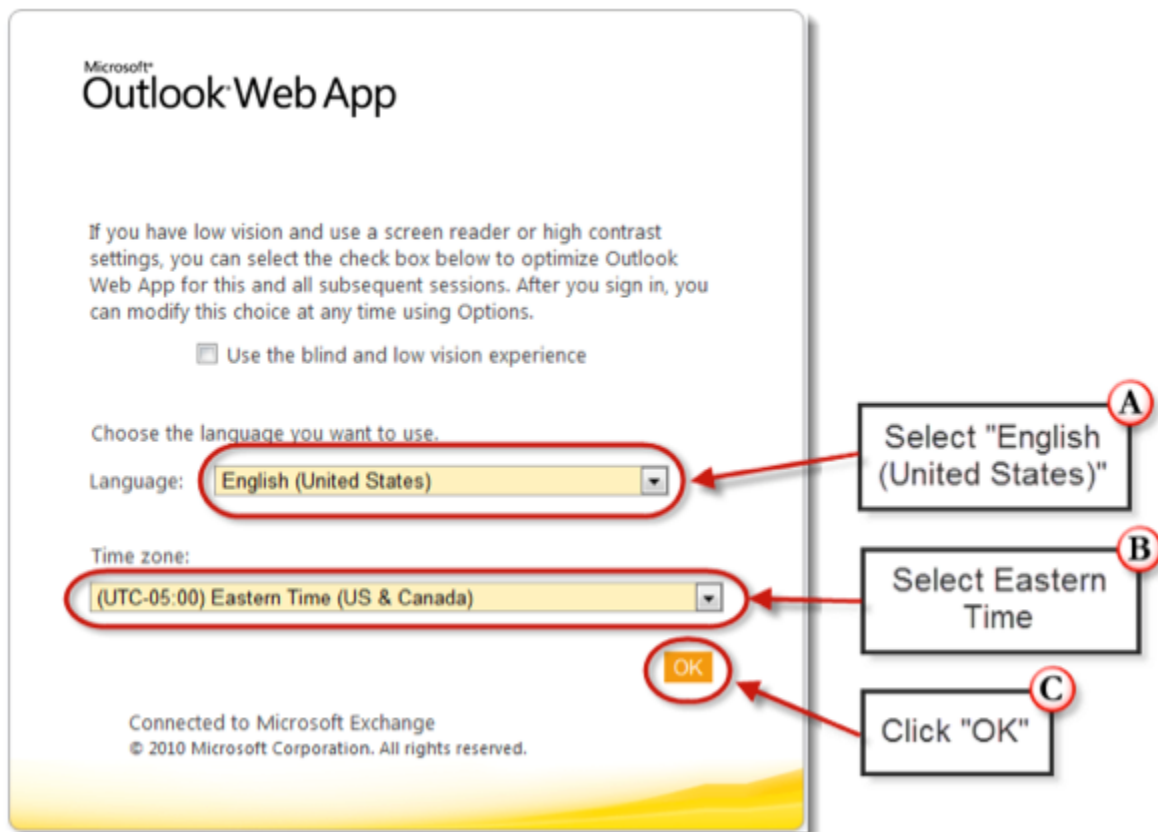


Access Office 365 on the Web from Your Browser

ACCESS OFFICE 365 ON THE WEB

1. Go to <https://outlook.com/owa/spring-ford.net>
2. If prompted for a username and password enter your @rams.spring-ford.net account as username and then your student password.
3. In *Outlook Web App* dialog box:
NOTE: This step is required for first time users only. If you already access your new email through the web, skip this step.
 - A. Select "English (United States)" in the "Language" droplist
 - B. Select "(UTC-05:00) Eastern Time (US & Canada)" in the "Time Zone" droplist
 - C. Click "OK"



4. Click "Inbox" under the "Outlook" section of your *Office 365 Home*, or click "Outlook" in the header

Start here

1. Get an overview of Office 365. [Watch the video](#)
2. Learn the basics. [Read the Quick start guide](#)

Outlook

Read email and access your Outlook calendar, contacts, and tasks.

[Inbox](#) | [Calendar](#) | [Options](#)

Click "Inbox" or "Outlook" to access your e-mail

