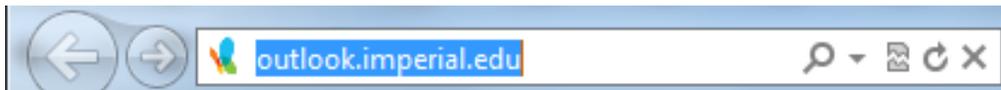# How to Login to Office 365 Webmail

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.
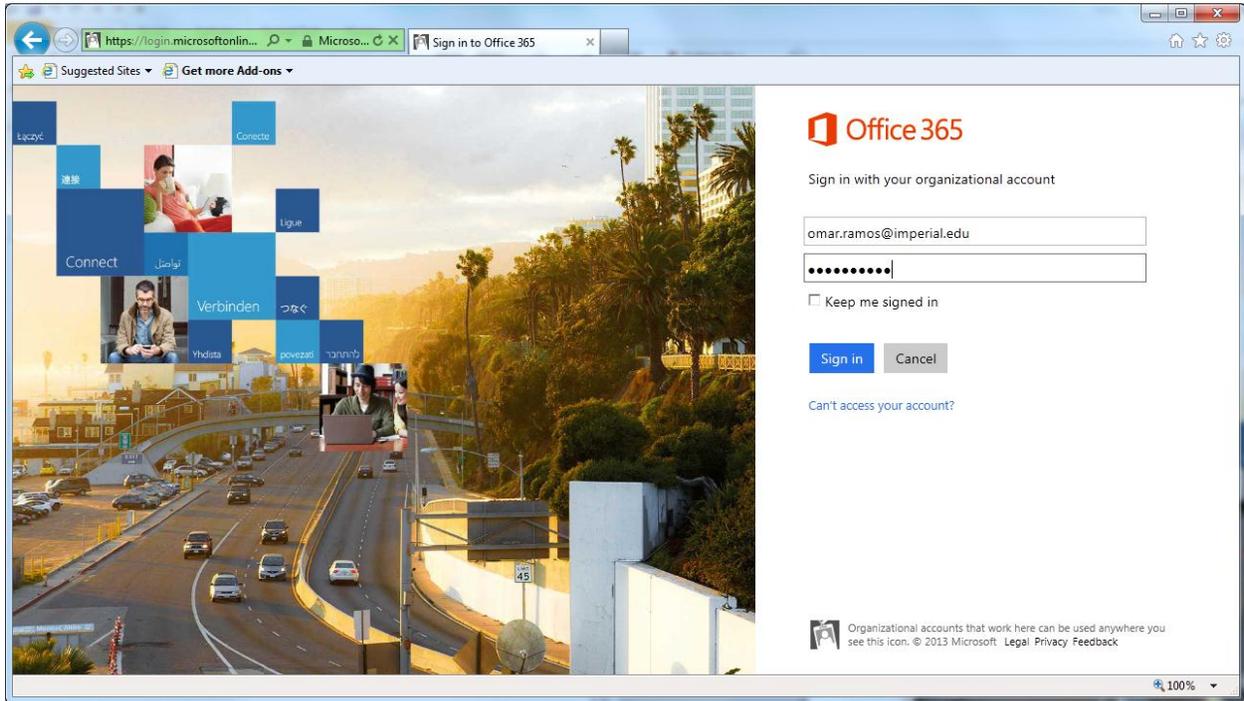
Instructions

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:

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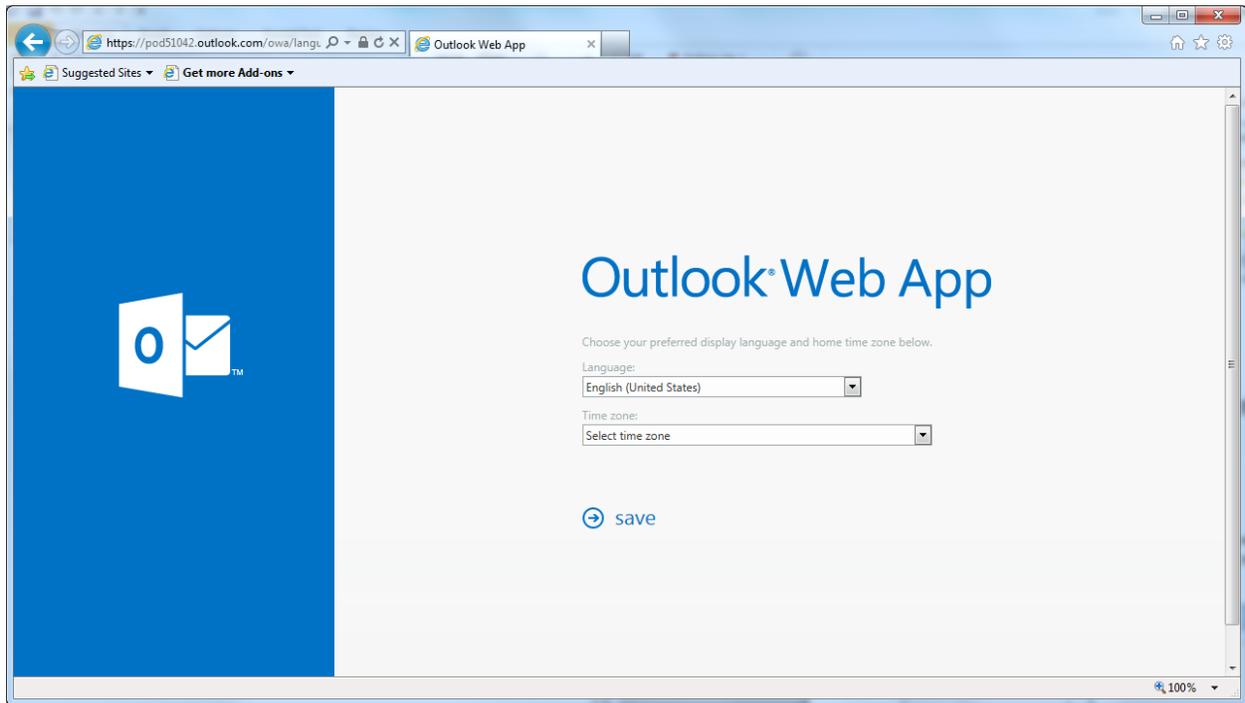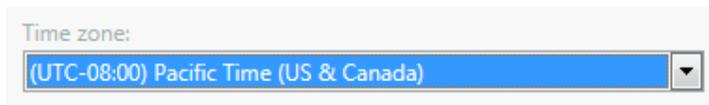
If this is the first time you've ever logged into Office 365 then you should see the following screen which requires you to choose a Time Zone:

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