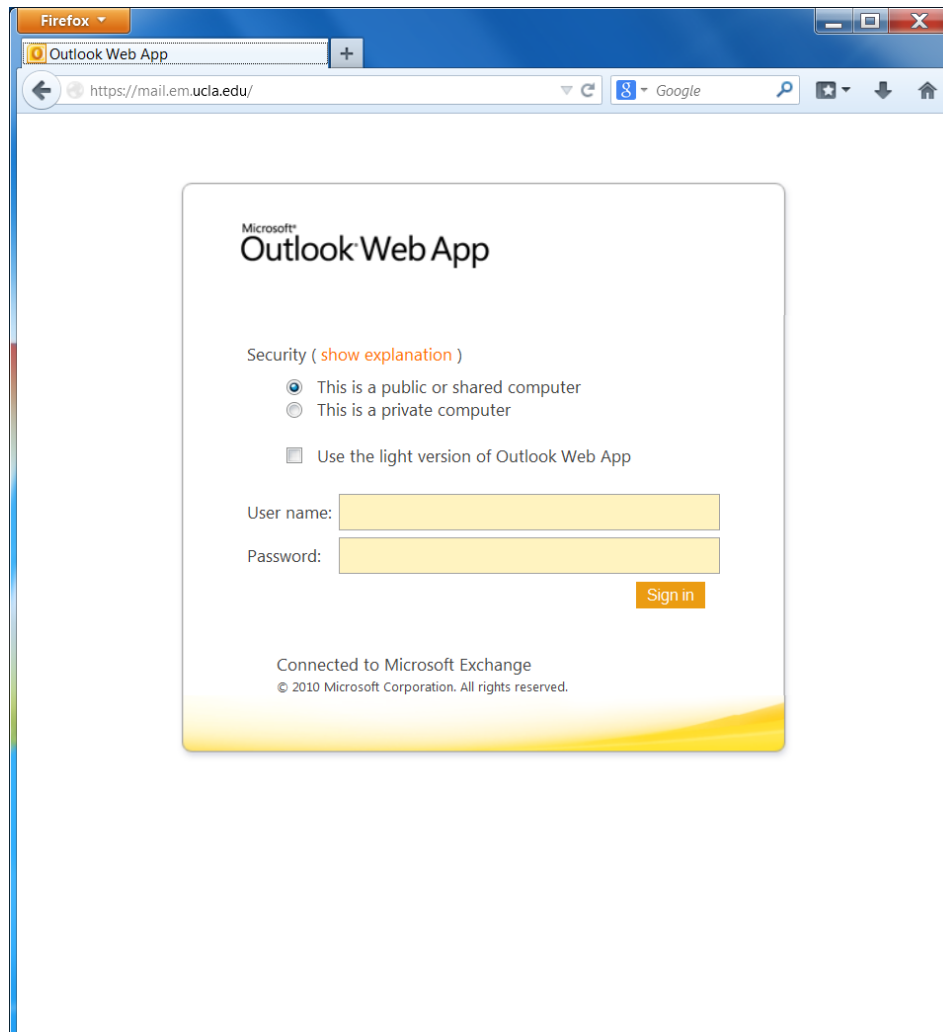# Accessing your Luskin Email

1. **Login to Outlook Web App (OWA)**
   a. Open your web browser (Example: Mozilla Firefox).
   b. In the Address bar type the following: https://mail.em.ucla.edu/ and press Enter.

Note: The Outlook Web App logon window will appear. To learn more about security, click the **show explanation** link. The example below shows this.

Note: Under Security, leave the default choice of **This is a public or shared compute**r selected when using OWA from a non-School of Public Affairs machine. Examples: Shared Lab computers and computers in public locations like libraries.

Select the **This is a private computer** choice when using a School of Public Affairs machine either in the office, on the road, or at home. You can also use this option on a non-UCLA, home-based machine. By selecting this security option, you acknowledge that you are the only person who uses this computer.

Also, if the **This is a private computer** choice is selected, you will be allowed a longer period of inactivity before logging you off.

2. In the Username box, type your **Username**.
   a. Your Username is usually your UCLA Logon Username.
      Staff: the same as your TRS (timesheet logon)
      Faculty: the same as your CCLE/myucla logon

Microsoft®
Outlook Web App

Security (show explanation)
   ⦿ This is a public or shared computer
   ⦾ This is a private computer

   ☐ Use the light version of Outlook Web App

User name: [   ]

Password: [   ]

[Sign in]

Connected to Microsoft Exchange
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Note: If you have a slow connection to the Internet, you can choose to check the **Use the light version of Outlook Web App** box.

3. In the Password box, type in your password.
   *If you forgot your password, please email the [help desk](#) to request a password reset.

4. Click **Sign In** or press **Enter**.
   Your Inbox and your email will now open in the web browser.

Please make an appointment with the [help desk](#) to setup your email on your computer through Microsoft Office Outlook or mobile device that supports Microsoft Exchange Servers. Be sure to have all of the devices that you would like to setup your email on available for your appointment: desktop, laptop, cellphone, tablet, iPad, etc.