Accessing your Luskin Email using Office 365

1. Log on to Outlook Web App (OWA)
   a. Open your web browser (Example: Google Chrome or Mozilla Firefox).
   b. In the address bar type the following: https://portal.office365.com and press Enter.

   **Note:** The Microsoft login window will appear. You will enter your Office 365 login ID (@ad.ucla.edu) and click next which will automatically route you to the UCLA SSO page as shown in the example below.
2. Enter your email login ID: (example:joe Bruin@ad.ucla.edu)

**NOTE:** You will still use your existing email login ID, just include the @ad.ucla.edu at the end.

Once logged in, select Outlook from the top menu to go directly to your inbox and start using Outlook.

Please visit our knowledge base at [luskin.ucla.edu/tutorials](https://luskin.ucla.edu/tutorials) to find information on how to setup your email account on your Microsoft Office Outlook (for Mac or PC) or mobile devices.