Accessing Office 365 on the Web

You can access Office 365 on the web anytime, you have an Internet connection. These instructions will guide you in this process.

1. Open your web browser and navigate to: o365.csub.edu

2. On the Office 365 page,
   - Enter your email address (netid@csub.edu)
   - Enter your password
     You should use the password that you use for myCSUB (PeopleSoft).
   - Click Sign In


4. To access your email, click the App Launcher button, 📫.

5. On the Apps page, click the Mail button

6. To access your calendar, click the App Launcher button, 📅.

7. On the Apps page, click the Calendar button,