Accessing an Organization Account on the Web

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

### Accessing your Organization Account

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

2. On the CSUB page,  
   - Enter your email address (netid@csub.edu)  
   - Enter your password  
   - Click **Sign In**


### Sending an Email

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

5. On the Apps page, click the Mail button 📧.
6. The email for your Organization Account opens.

7. Click **New > Email message**

8. In the **To** field, type the person’s email address

   *You can click the To button to search for their email address. To remove an email address, click the X.*

9. *(Optional) In the **Cc** field, type the person’s name or email address that you would like to carbon copy.*

   *You can click the CC button to search for their email address.*

10. In the **Add a subject**, type the subject of your email.

11. In the body, type your email message.

12. When satisfied, click the Send button.