

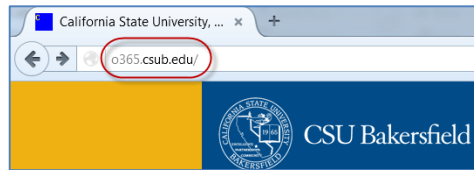


Accessing an Organization Account on the Web

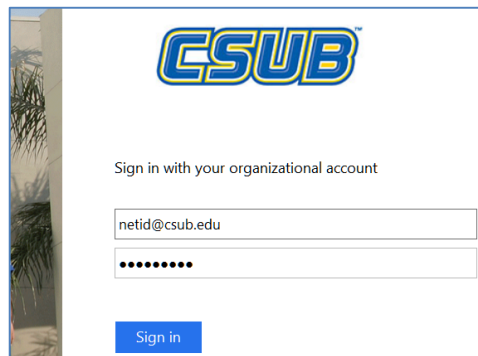
You can access your organization account on the web anytime, you have an Internet connection. These instructions will guide you in this process.

Accessing your Organization Account

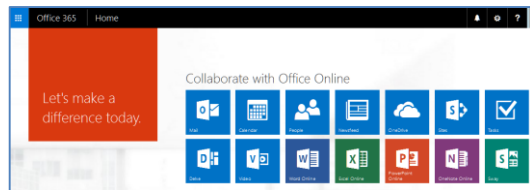
1. Open your web browser and navigate to:
o365.csub.edu




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

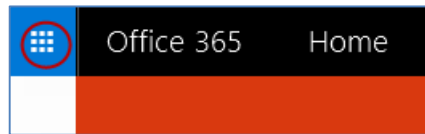


3. Your Office 365 account opens.



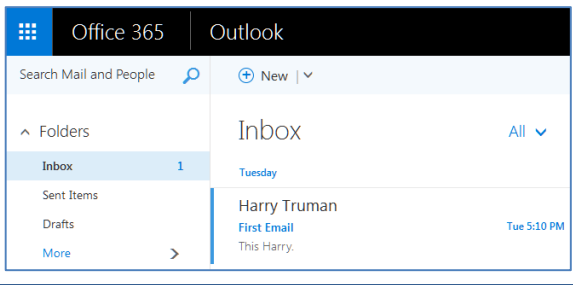
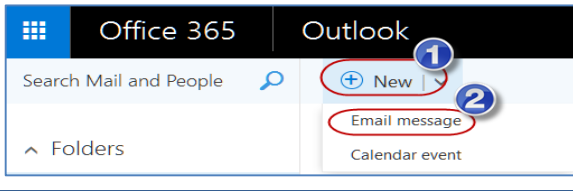
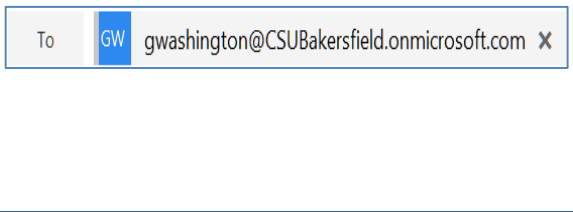


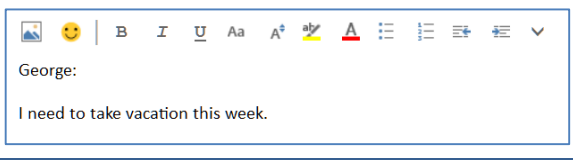
Sending an Email

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



5. On the Apps page, click the Mail button



<p>6. The email for your Organization Account opens.</p>	
<p>7. Click New > Email message</p>	
<p>8. In the To field, type the person's email address</p> <p><i>You can click the To button to search for their email address. To remove an email address, click the X.</i></p>	
<p>9. (Optional) In the Cc field, type the person's name or email address that you would like to carbon copy.</p> <p><i>You can click the CC button to search for their email address.</i></p>	
<p>10. In the Add a subject, type the subject of your email.</p>	
<p>11. In the body, type your email message.</p>	
<p>12. When satisfied, click the Send button.</p>	