

Accessing Exchange Email Online

PURPOSE

This guide covers the steps for accessing your Office 365 Exchange email account via a web browser.



Because Office 365 is web-based, it doesn't matter what type of computer you are on.

STEP 1

Open a web browser and go to:

<https://outlook.office365.com/owa/cloudninerealttime.com>

STEP 2

Complete the following fields and click **Sign In**.

- **Username:** enter the full email address for your account
- **Password:** enter your email password



A screenshot of a web login form. It features two input fields: the top one contains the text 'example@cloudninerealttime.com' and the bottom one contains a series of dots representing a password. Below the fields is a checkbox labeled 'Keep me signed in' which is currently unchecked. At the bottom of the form is a blue button with the text 'Sign in'. A red rectangular box highlights the two input fields. A dashed blue line with an arrow points from the 'STEP 2' header to the 'Sign in' button.

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