

Using Outlook Web App for Email

PURPOSE

This guide covers the steps for using the Outlook Web App (OWA) to access your Cloudnine Exchange email account via a web browser.



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

STEP 1

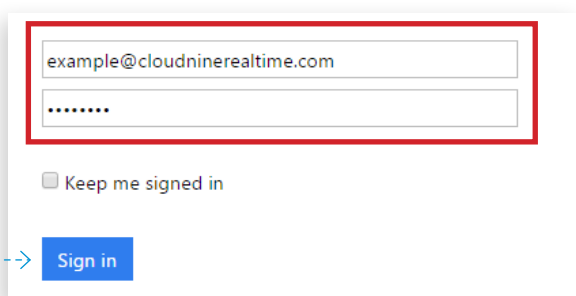
Open a web browser and go to:

<https://outlook.office365.com/owa/cloudninerealtime.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 the Outlook Web App sign-in form. The form is enclosed in a red rectangular border. It contains two input fields: the first is for the username, with the placeholder text 'example@cloudninerealtime.com'; the second is for the password, with placeholder dots. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom of the form is a blue button with the text 'Sign in'. A dashed blue line with an arrow points from the 'STEP 2' header to the 'Sign in' button.

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