JOB AID: HOW TO ACCESS CLOUD OUH EMAIL
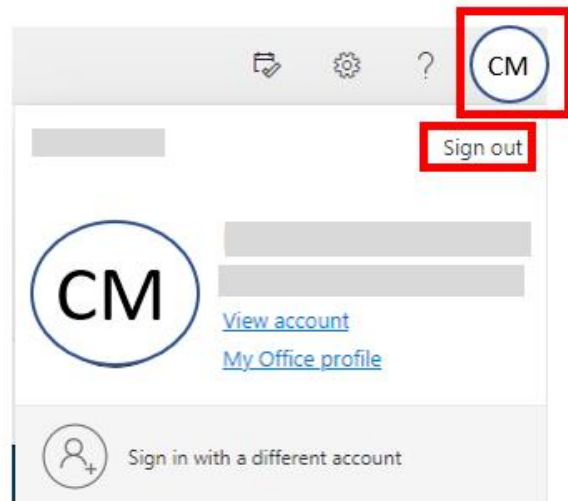
Summary:

This job aid steps you through how to access your OU Health (OUH) email account using www.office.com Since your OUH email is cloud based you can access it through this website.
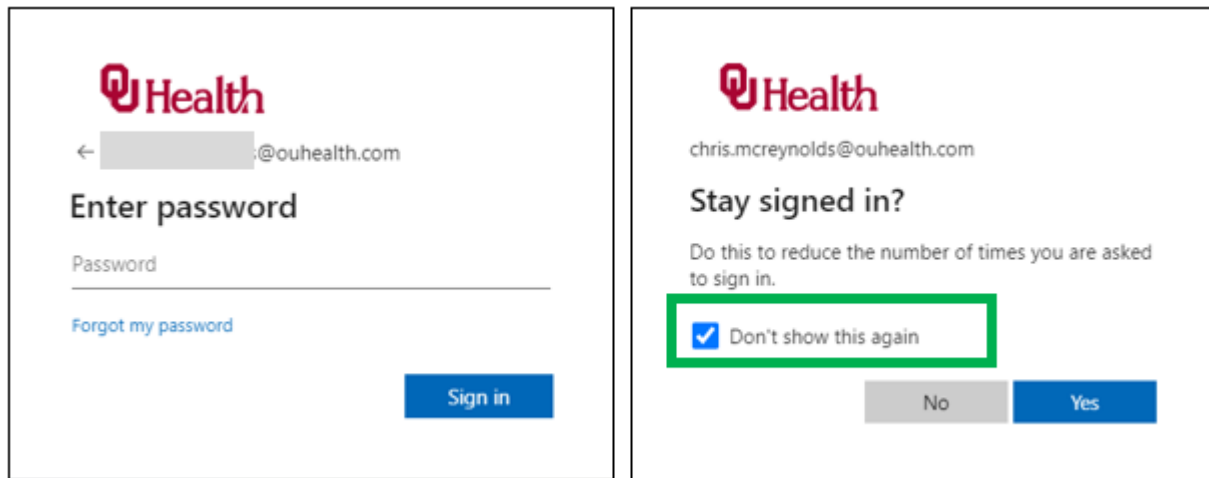
Process:

Log into www.portal.office.com

If you are already signed in to another account, click on your initials in the upper right corner of the screen and log out.

As you sign in with your OUH email address and your OUH password, you will get a couple of dialogue boxes.

After you are logged in, you will see the following screen with the Outlook app and other Office apps to access. Press the Outlook app to see your email and calendar.