Office 365 at TCCS
Navigating Outlook Web Access

LOGGING IN TO OUTLOOK WEB

Step 1: Open a web browser and navigate to https://outlook.com/owa/claremont.edu

Step 2: Type in your email address “username@claremont.edu” and click Next

Step 3: Type your password and click Sign In. You are now logged into your email.

Step 4: If you can’t see all your folders, click “More” as shown below.
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VIEWING YOUR CALENDARS

Step 1: To view your calendars, please click the calendar icon as shown below.

Step 2: You will see your calendar, as shown below, and can select other Calendars that you have access to.
CREATING AN OUT of OFFICE MESSAGE

**Step 1:** To create an Out Of Office message, Click the “Settings” icon on the top right, and select Automatic Replies.

**Step 2:** The following window will load that will allow you to configure your message.