Accessing Your CGU Staff & Faculty Email When You Are Away From Your Desk

Please visit the web page at [microsoftonline.com](http://microsoftonline.com)

Type your complete CGU email address into the first box, indicated by the green arrow in the picture below.

The web page will then change to the one below. Enter your normal CGU password into the second box and click on the “Sign in” button.
After signing in, your web page will look similar to the picture below. To access your CGU email, click on either of the Mail icons, indicated by the large green circles in the picture below. Once you are reading your email, you can reveal all of these icons (to access your calendar or people for example) by clicking on the little white boxes located in the upper left corner of the web page, indicated by the small green circle.