

Outlook on the Web

Intended Audience: Users that need to access Outlook while offsite

Purpose: Learn how to use Outlook on the Web to access your Children's email, calendar, contacts, etc. from an internet browser while offsite.



You must be enrolled with Duo two-factor authentication in order to sign into Outlook on the Web.

For additional help with Duo, refer to the Duo section on the [Staff Portal](#).

Access & Sign Into Outlook on the web.

Follow the steps below to sign in and access Outlook on the web.

1. Open the [Staff Portal](#) (found on ChildrensOmaha.org).
2. Click **Outlook Web App**



Login Links

+ Children's Portal

+ Duo

+ Outlook Web App

3. Click **Sign In to Outlook Web App** to be directed to Outlook on the web.



- Outlook Web App

Sign In to Outlook Web App

4. Select the appropriate account



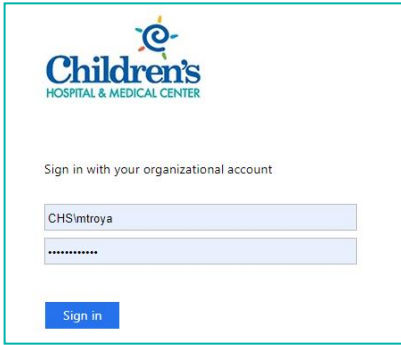
Pick an account

to continue to Outlook

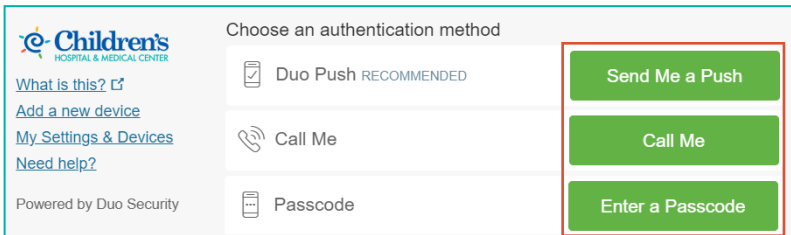


mtroya@childrensomaha.org

5. Select **Sign in** after entering your network username and password



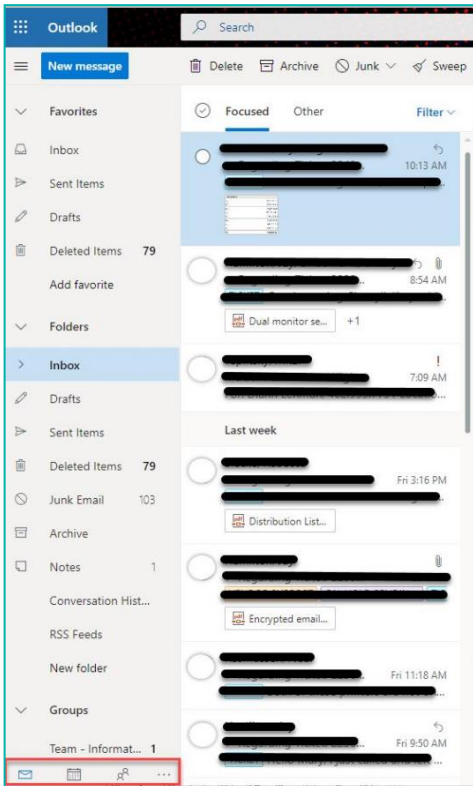
6. **Complete** the Duo authentication process.



7. After successful authentication, you'll be taken to your Outlook Inbox.

Get Started

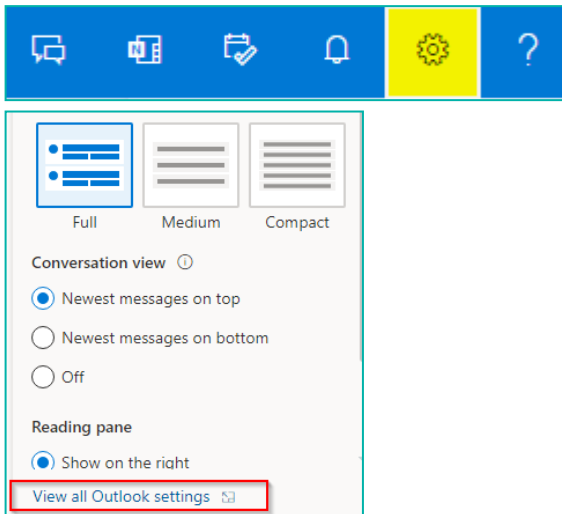
Select **Mail**, **Calendar**, **Contacts**, **Tasks**, or **Public Folders** in the bottom left corner to switch to different modules in Outlook on the Web.



Considerations

Outlook on the Web is designed to be an additional resource to access Outlook, and may have limited functionality. Please keep the following items in mind when using Outlook on the Web:

1. Links directed to network drives (ex: P, K, Q, etc.) or internal intranet pages are not accessible.
2. Additional options such as E-Mail signatures, Out of Office replies and Calendar settings are available by navigating to **Settings** (in the top right corner of the screen) and selecting **View all Outlook settings** at the bottom of the settings window.



Save a bookmark to <http://outlook.com/owa/ChildrensOmaha.mail.onmicrosoft.com> in your internet browser for quick access to Outlook on the Web in the future.