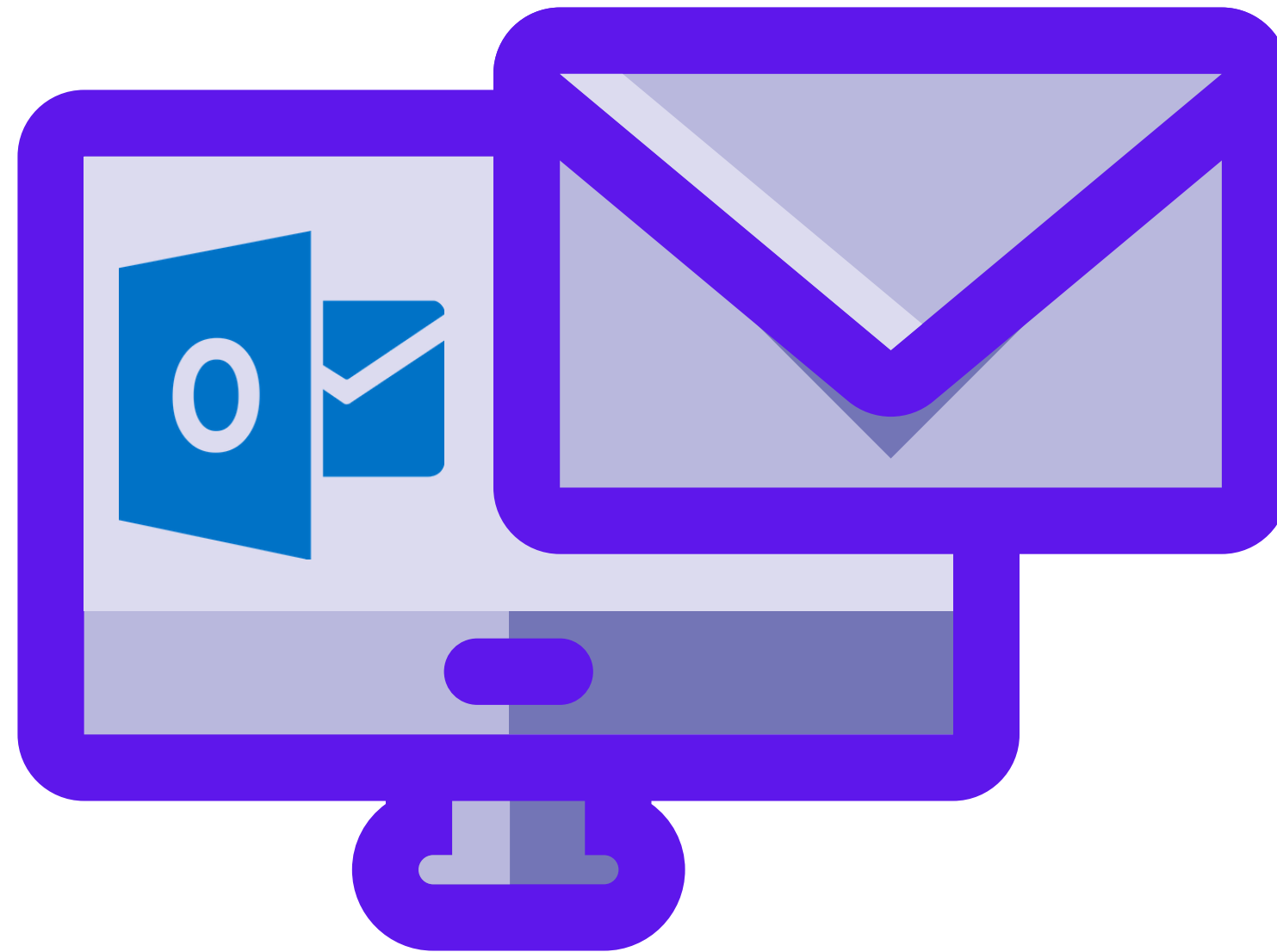


OUTLOOK EMAIL ACCESS

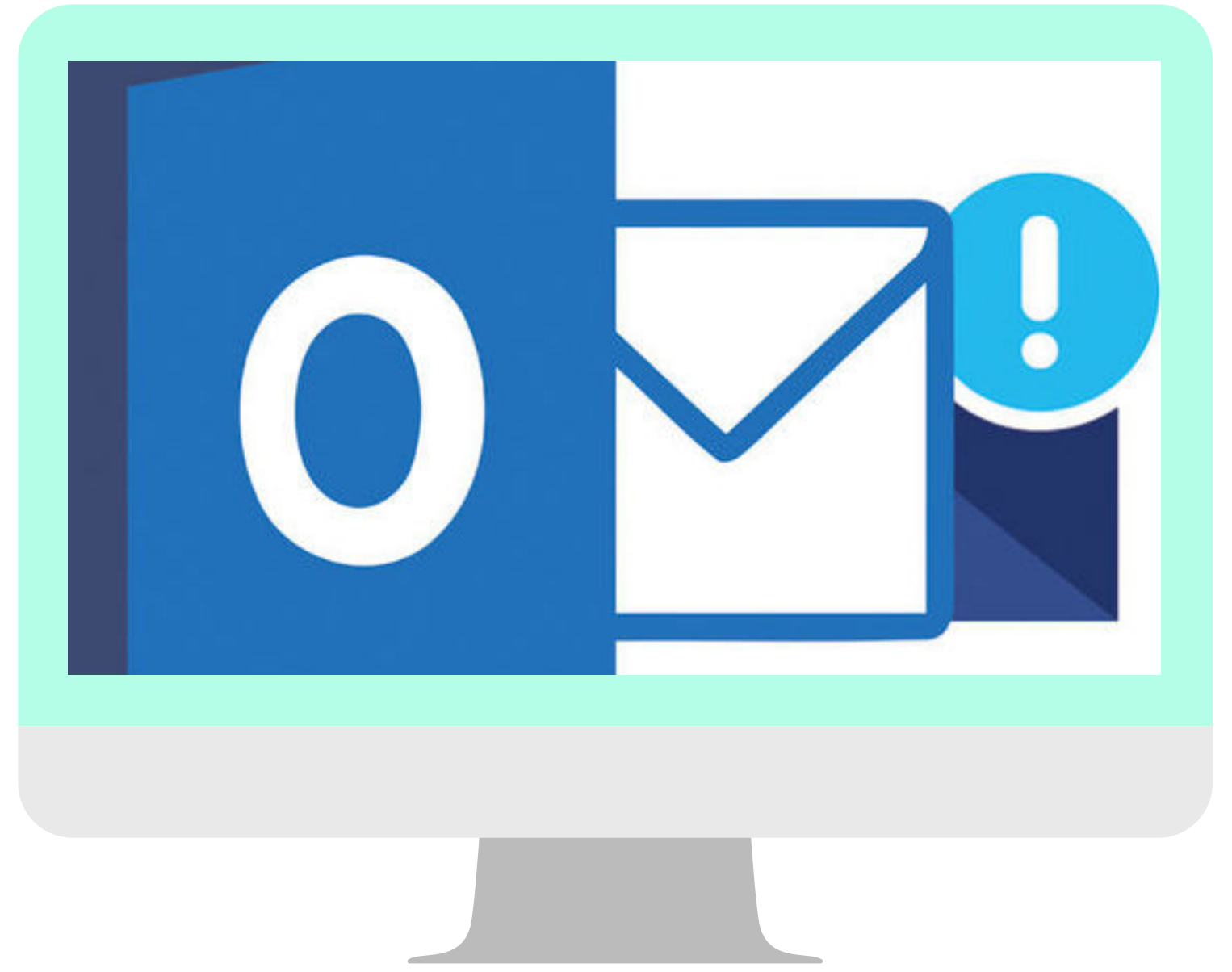
Keep Working While Your Outlook App Is Down

IP



Keep Working While Your Outlook Is Down

From time to time, some users may encounter issues accessing mail through their local Outlook application. While you are waiting for an IT Administrator to assist with your service ticket, you should be able to continue working and get access to your emails through your browser mail or in the O365 portal.



How to sign into Outlook on the web using your account in Microsoft 365:

- Go to the [Microsoft 365 sign-in page](#) or to [Outlook.com](#).
- Enter the email address and password for your account.
- Select Sign in.



Sign in

|Email, phone, or Skype

No account? [Create one!](#)

[Sign in with a security key](#) (?)

[Sign-in options](#)

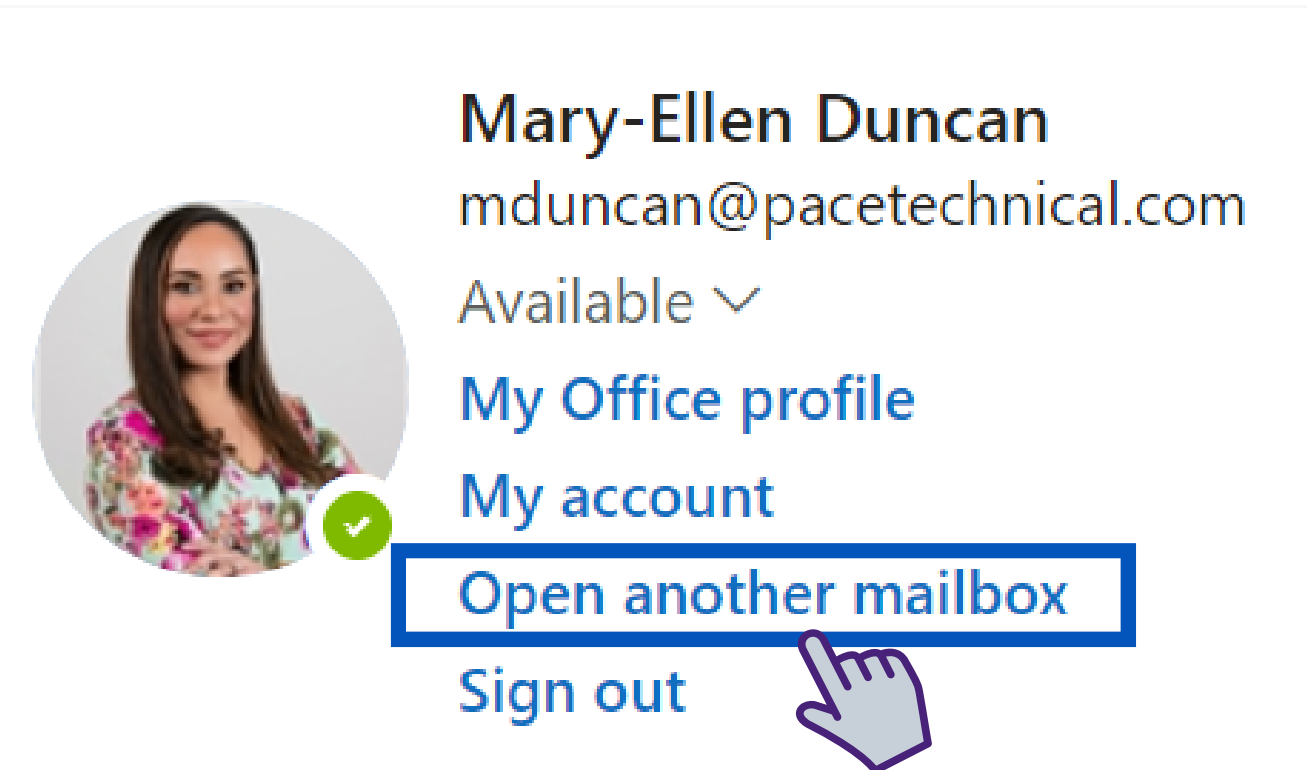
Next



Switching between multiple Outlook accounts:

Some users may have multiple mailboxes that they need to have access to. Here is how to switch between mailboxes while using the online version of Outlook.

- **Sign into your account in Outlook.com**
- **In the Navigation bar on the top of the Outlook Web App screen, click on your name. A drop-down list will appear.**
- **Click Open another mailbox.**
- **Type the email address of the other mailbox that you want to open.**



Open a Ticket



To open a ticket go to:
helpdesk.pacetechnical.com
for help with any IT issues
you may be experiencing or
call 905-763-7896, press 3.

