How to login on Outlook on the Web

1. **OUTCOME**

   This work-instruction will provide the user guidance on how to open Microsoft Outlook on the web.

2. **SCOPE**

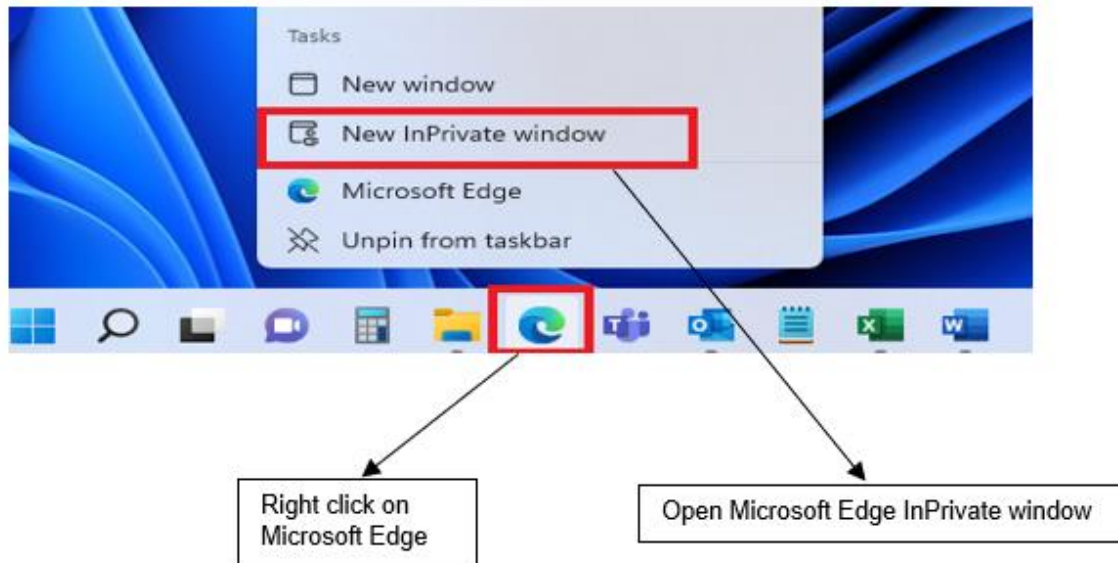   This is to provide user with guidance on how to use/navigate Microsoft Outlook on the web.

3. **PROCEDURE**

Prerequisite

The User need to have Multi-Factor Authentication configure on the mobile. For more information, please follow the MFA Video and MFA Work Instruction to configure Multi-Factor Authentication
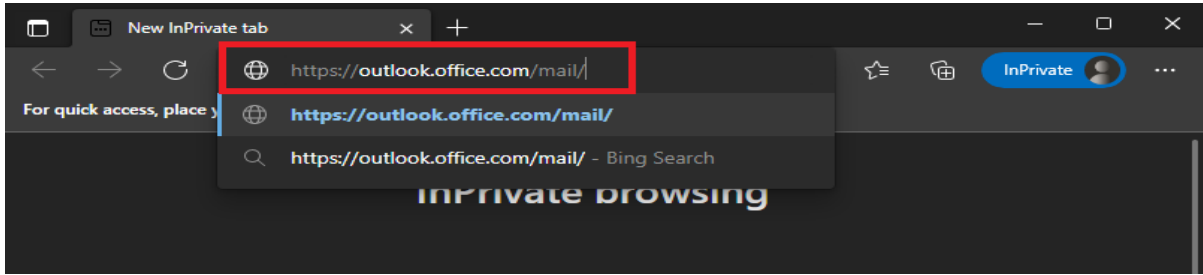
Step 1: Open Microsoft Edge

Open Microsoft Edge in Private mode

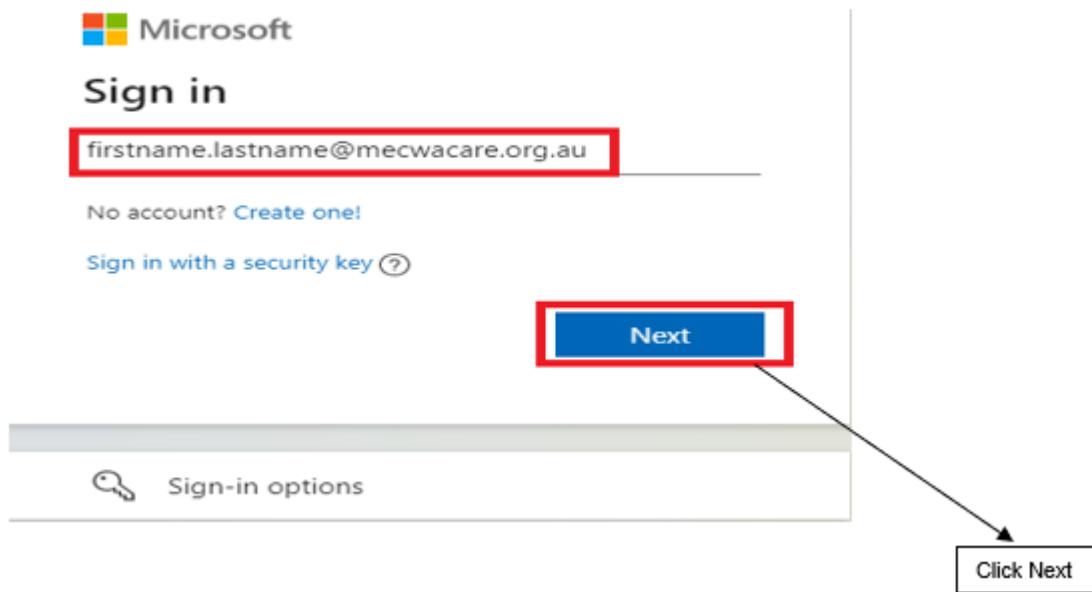**Step 2: Go to Outlook**
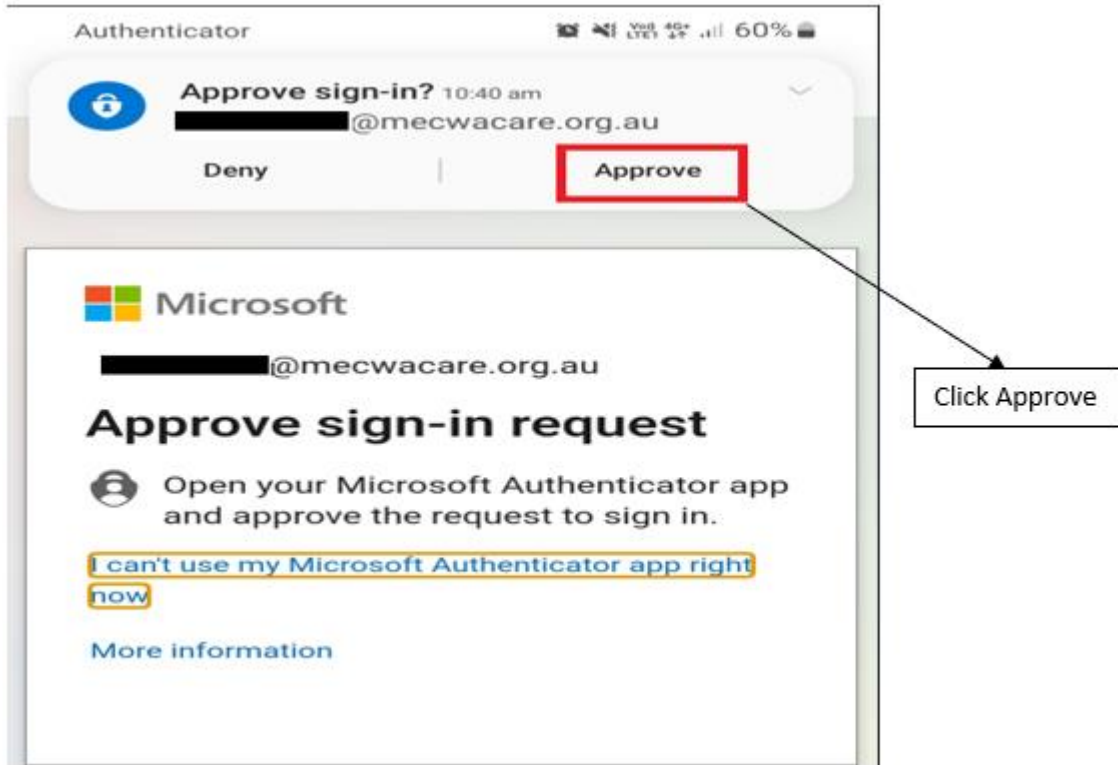
On the web type https://outlook.office.com/mail/

Step 3: Signing In

Enter your mecwacre email address, Click Next
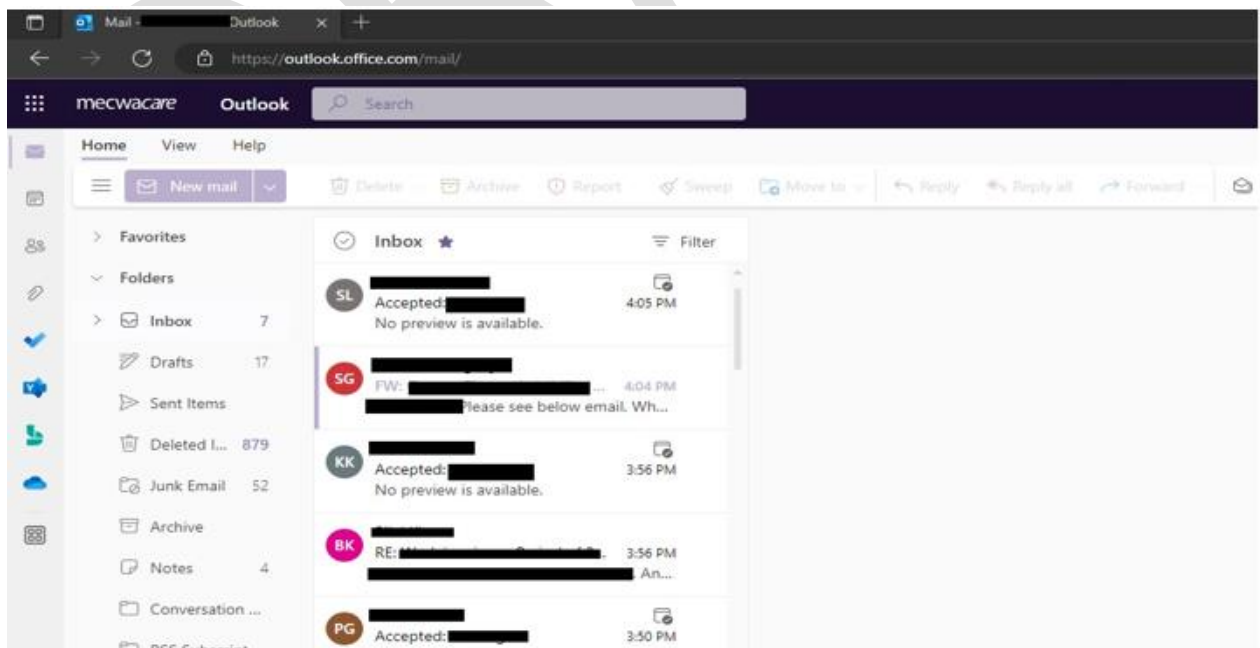Enter your password, Click Login

Step 5:   Multi-Factor Authentication

Logging in will prompt for Microsoft Multi-Factor Authentication on your mobile, Click Approve

Step 6: Outlook Emails

You are now logged in on Outlook for the web, see the Reference Material for Navigation on the Outlook on Web

4. RELEVANT DOCUMENTS

- None

5. REFERENCE MATERIALS

- [Get to know Outlook on the web - Microsoft Support](#)

Authorised by: **Date**: 05 December 2022