Steps to access email via a web browser.

1) Go to https://office.com/
2) Select ‘Sign In’ in the upper right corner.
3) Type in your work email, e.g. first.last@cdcr.ca.gov
4) Select ‘Next’

On a CDCR computer

5) You will automatically be signed in
6) To access email, select ‘Outlook’

On a personal computer

7) Select ‘Active Directory’

8) Type in your password and select ‘Sign In’
9) Choose to stay signed in or not. If this is a public computer, select ‘No’, otherwise you can select ‘Yes’.
10) Select ‘Outlook’