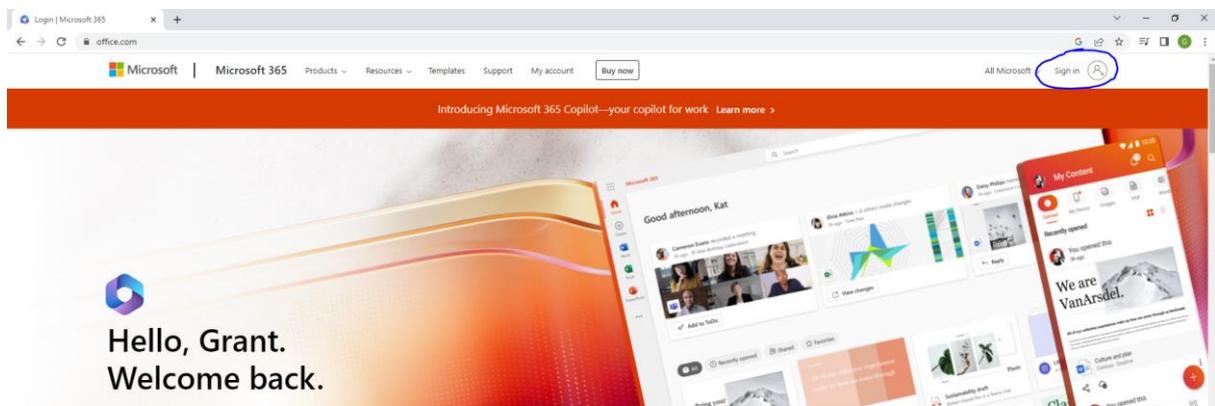
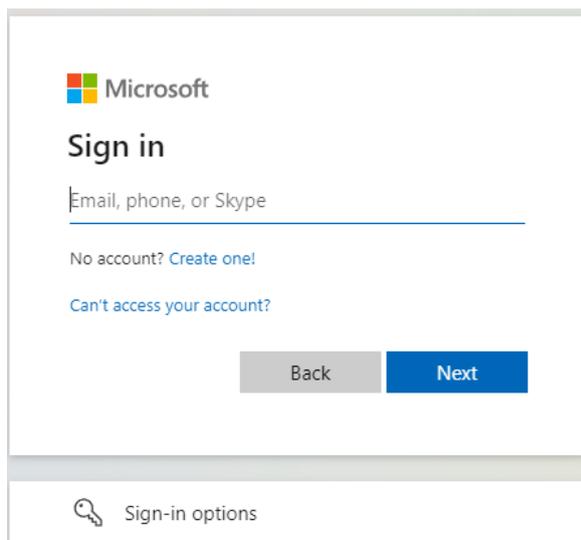


Accessing your emails remotely means having access to them when you are not in the office, and on a device other than the one provided to you by UP Education IT. Please follow the steps below to access your email remotely.

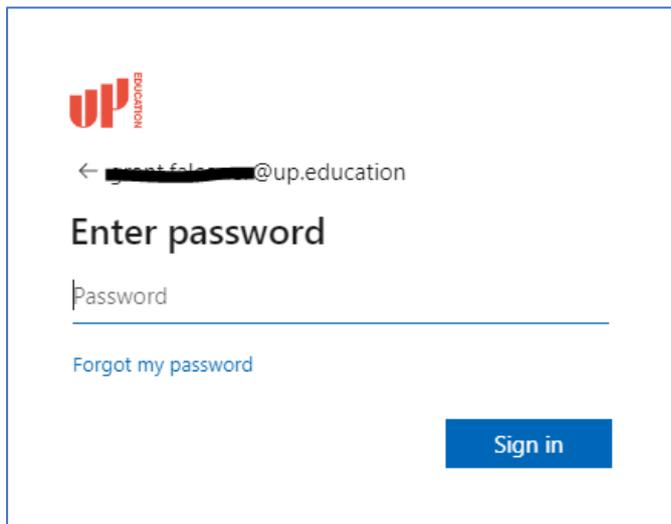
**Step 1:** Open your web browser on your device, go to the web site: <https://www.office.com/> and click on the **Sign in** button.



**Step 2:** Sign in with your UP-Education login credentials. This will be your primary email address used to login to UP Education IT services.



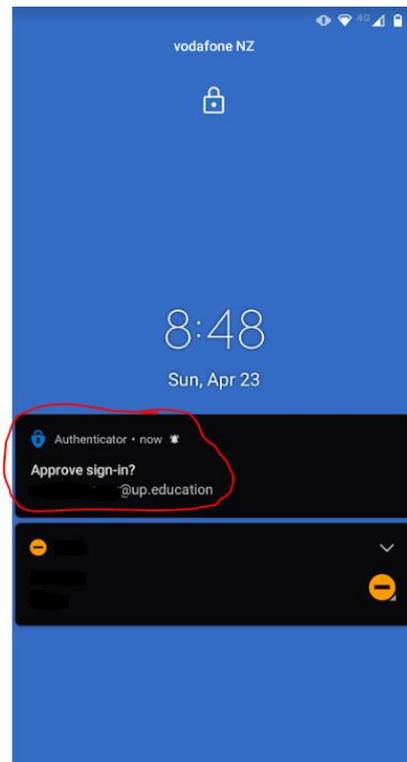
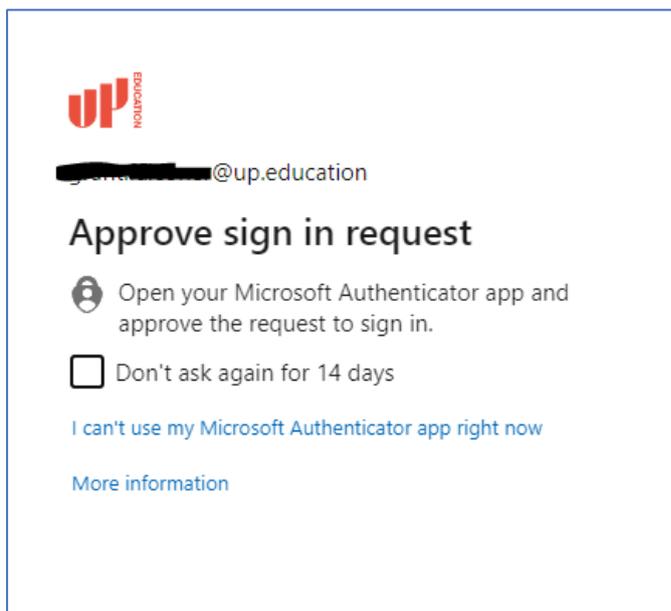
**Step 3:** Enter in your password



**Step 4:** If you have set up 2 Factor Authentication on your work login account, then you will receive a message on your phone to your MS Authenticator app. Once you receive the message on your phone, approve the sign-in.

If for some reason your MS Authenticator app is not working on your phone, then you can select **I can't use my Microsoft Authenticator app right now** can select the option to text your phone with a code or ring your phone instead.

If you haven't set up 2 Factor Authentication yet on you work login, then please follow the instructions **Setting up 2FA** under the **Getting Started** section of this website.



**Step 5:** Once logged in select the **Outlook** icon on the left-hand side to open your emails.

