Microsoft 365 Email and Calendaring - Outlook on the Web Landing Page

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If you have just had your mailbox migrated to Microsoft 365 Email and Calendaring, see the Post-Migration and Modern Authentication Microsoft 365 Email and Calendaring Setup page for how to get up and running.

This article refers to the Microsoft 365 Email and Calendaring. If you're looking for Exchange Email and Calendaring on the Exchange On Prem Server, see: [istcontrib:MIT Email Setup Landing].

If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Microsoft 365?]

On this page:

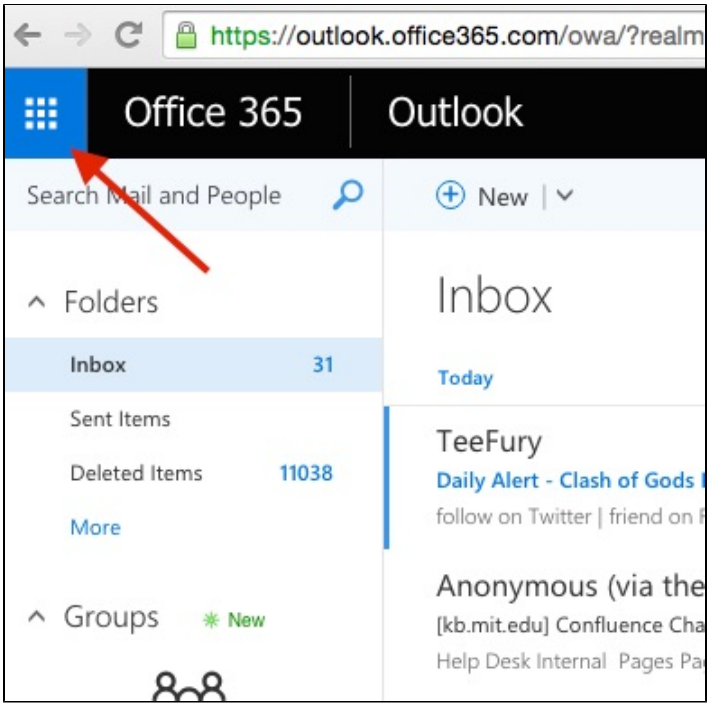
How do I login?
Where's my Calendar and other M365 Apps?
Using
See Also

How do I login?

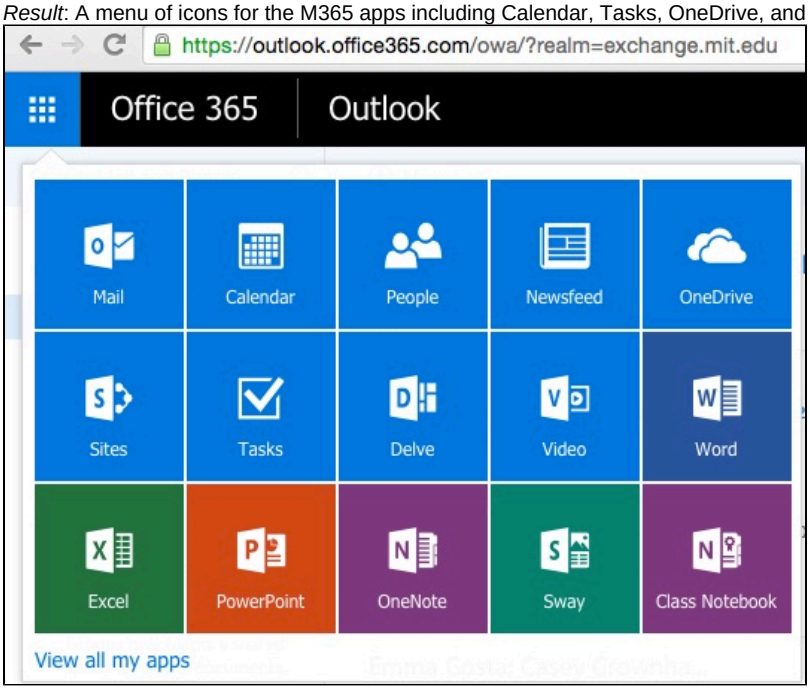
1. Go to http://outlook.com/owa/exchange.mit.edu.
2. You will be prompted to authenticate via Touchstone. Do so.
3. You will be prompted to authenticate with Duo Two-factor Authentication. Do so.
4. Outlook on the Web will open.

Where's my Calendar and other M365 Apps?

1. Click on the blue icon in the top-right to switch between apps.



Result: A menu of icons for the M365 apps including Calendar, Tasks, OneDrive, and more will open.



2. Click on the icon of the app you wish to switch to.
   Result: The app will open.

   The blue icon appears in the top-right corner of all O365 apps. You can use it to switch among them at any time.

Using

- Welcome to Outlook on the Web
- Using Email in Outlook on the Web
- Using the Calendar in Outlook on the Web
- Using Contacts in Outlook on the Web
- Using Tasks in Outlook on the Web

See Also

- [Microsoft 365 - Email and Calendaring Landing Page]
- Microsoft 365 - Email and Calendaring - FAQ
- Microsoft 365 - Email and Calendaring - Known Issues