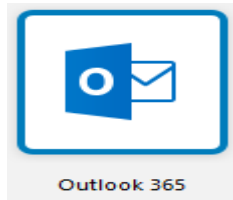


First Time Logging into Microsoft Office 365 in COSA Workspace

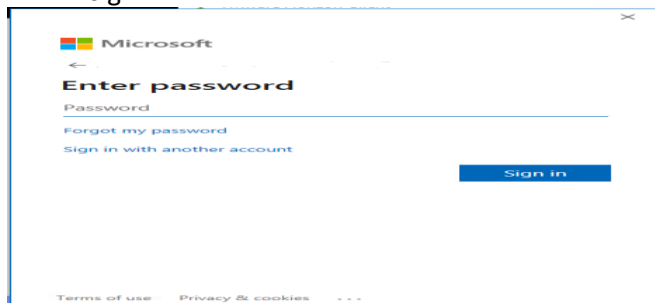
1. After logging into Horizon View or Workspace and click on the Outlook 365 Icon



2. You will be asked to confirm your email address. Click Connect



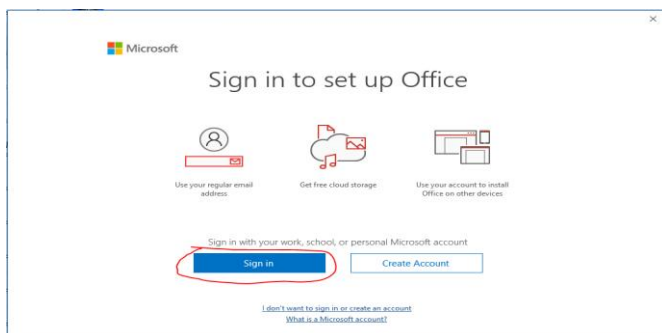
3. Next, enter your COSA User Password and click sign in.



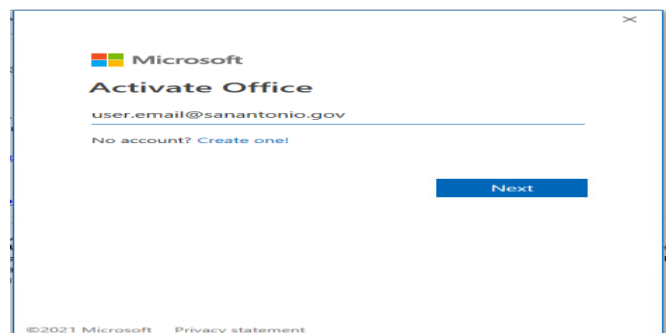
4. Click Done.



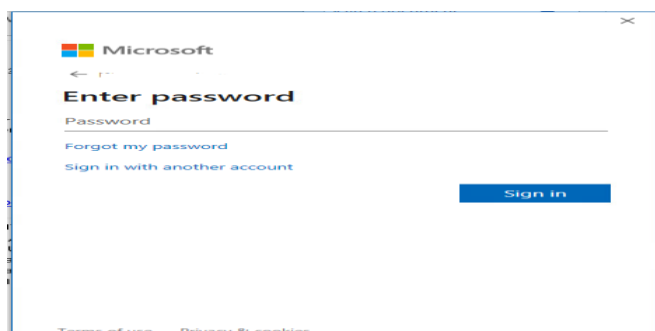
5. Next you will be asked to sign into Microsoft.



6. Enter your email address and click next.



7. Finally, enter your password and click sign in.



Warning: if you get the following error, means you've cloud-only access to MS Office 365. Your login routes are:

<https://www.office.com/>

<https://webmail.sanantonio.gov/owa/>

