

Accessing Office 365

Click on *Office 365* on the *Employee Access* page of the CCRI website or enter <https://login.microsoftonline.com/> in your browser address line.

Follow the screen shots and instructions on what you need to do.



YourEmailAddress@CreativeCare.org

Password

Keep me signed in

Sign in

[Can't access your account?](#)

Enter your email address and hit Tab.

Then this page will display:



It looks like [YourEmailAddress@CreativeCare.org](#) is used with more than one account.
Which account do you want to use?



Work or school account

Created by your IT department

[YourEmailAddress@CreativeCare.org](#)



Personal account

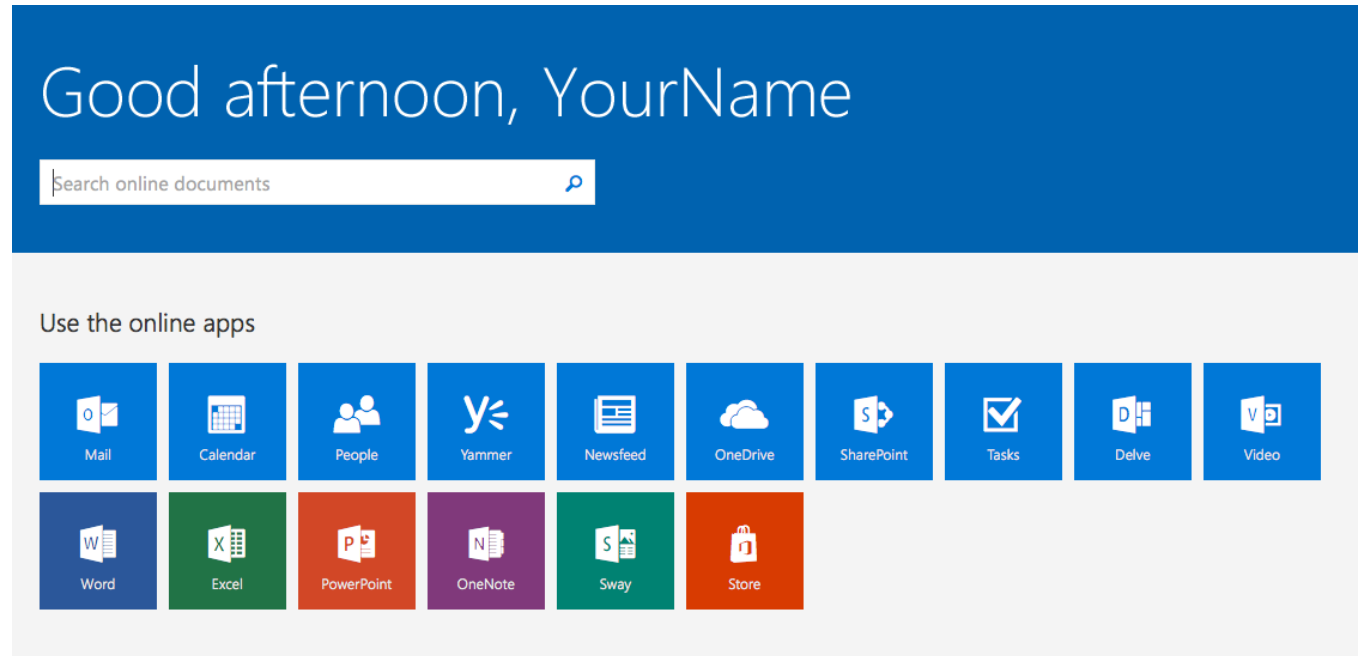
Created by you

[YourEmailAddress@CreativeCare.org](#)

Back

Select Work or school account

Then you will be brought back to the login page and you enter your normal password. You will be brought to this page where you can select Mail or Calendar.



That should be it.