
Logging into Office 365 Outlook and Outlook Web Access

During November 2018 all LOROS mailboxes will be migrated from an onsite server to Microsoft's Office 365. Following migration, the way you access your mailbox will not change significantly, but the following provides details of a change for logging into both Outlook Web Access and Outlook.

Following migration to Office 365, the new address for Outlook Web Access is:

<https://outlook.com/owa/loroshospice.mail.onmicrosoft.com>

Username: *yourloginname*@loros.co.uk (please note: not your email address, but your login name, followed by @loros.co.uk)

Password: the password you use to log into your computer and/or log into Outlook Web Access

If prompted for a location and time zone, select the following;



The above username and password should be used if logging into a computer as yourself and using the full Outlook client software. The prompt for a username and password should be a one-time request, per computer used.