



Opening your Office 365 Mailbox in a Web Browser

Objective

This document explains how to access your Office 365 mailbox online.

Step 1 - Open your web browser

Open your chosen web browser on your computer. Please note using the latest version of Internet Explorer, Google Chrome, Mozilla Firefox and Safari (for Mac users) is highly recommended. Refer to the link below which lists the system requirements for Office 365 in further detail:

<http://office.microsoft.com/en-us/office365-suite-help/office-365-system-requirements-HA102817357.aspx>

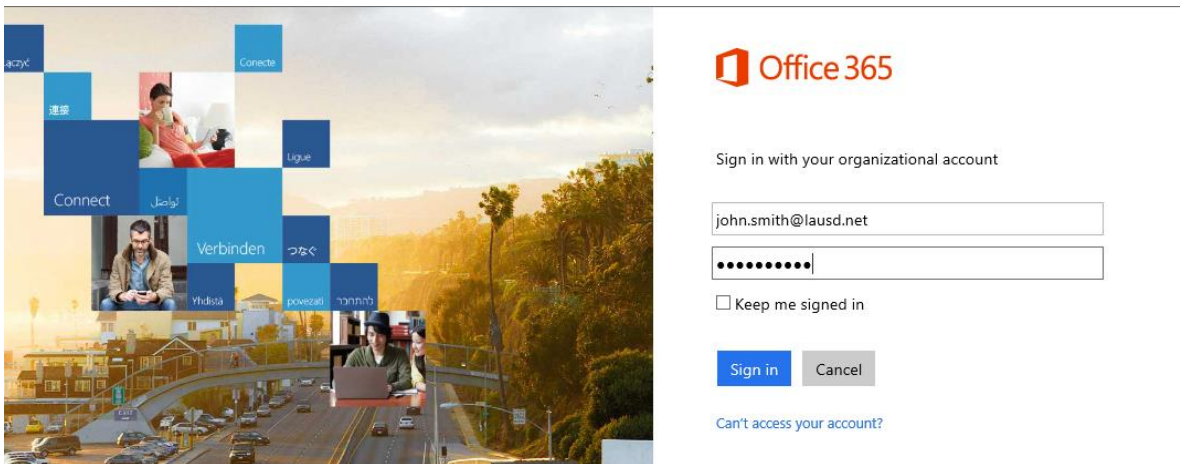
Step 2 - Navigate to Office 365 mailbox login page

Navigate to <http://mailbox.lausd.net>.



Step 3 - Enter your LAUSD user credentials

Enter your LAUSD email address and password.



If you are unsure what your email address or password is, please contact the LAUSD IT Helpdesk on **(213) 241-5200** or submit an online service ticket at <https://itdscweb.lausd.net/sc/ess.do> for technical assistance.

Step 4 - Successful log in to Office 365 mailbox

Upon successful login, your LAUSD mailbox will be accessible.

