Law School Computing Services User Memo

Using the Outlook Web-Based Client   No.60   4/4/19

What Is the Outlook Web-Based Client?
To access your Loyola Exchange email account from a web browser, Outlook WebAccess can be used. With Outlook WebAccess staff, faculty and students can log into their Loyola e-mail account using FireFox, Safari, Chrome, Internet Explorer, or most other browsers. One benefit of using Outlook WebAccess is that it eliminates the need for you to install software on your off-campus computer.

For more details on how to use the features of the email system and for information on connecting your mobile device, please visit the following web page: https://www.luc.edu/its/email.shtml

What Is Needed to Use the Outlook Web-Based Client?
1.   A valid Loyola Universal ID (UVID) and password. This is the same UVID and Password that you use to access the LOCUS system and to login to a Law School Computer. If you have forgotten your Loyola UVID and\or password you have two ways to find this information:

   a.   You can reset your own password using the Password Self-Service web page. Go to https://lpss.luc.edu/SelfService/ webpage and click on the **Password Reset Tool**.

   b.   You can contact the ITS Service Desk at ext. 8-4487 from a campus phone or 773-508-4487 from off campus for help. The ITS Service Desk Support Hours are listed at https://luc.edu/its/service/support_hours.shtml.

2.   A web browser such as FireFox, Safari, Chrome, Internet Explorer, or most other browsers and an internet connection.

Accessing the Outlook Web-Based Client
Open your web browser and go to the following web address: **https://outlook.luc.edu/**.

1.   Type your Loyola UVID in the "**Loyola UVID**" field.

2.   Type your password in the **"Password"** field.

3.   Click the **Login** button or press the **Enter Key**.

4.   You may see a screen asking you to set your Language and current time zone. Make the appropriate selection for you and click the **Save** button.

5.   Next you will see your Inbox and can work with your email. Outlook WebAccess should look similar to the full Outlook client that is used on the Law School desktop computers.