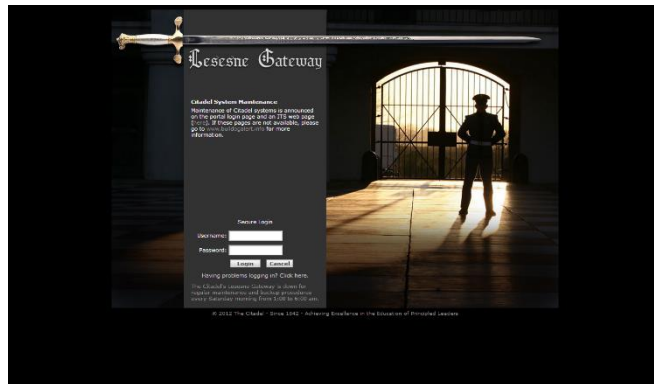


The New Way to Login to OWA

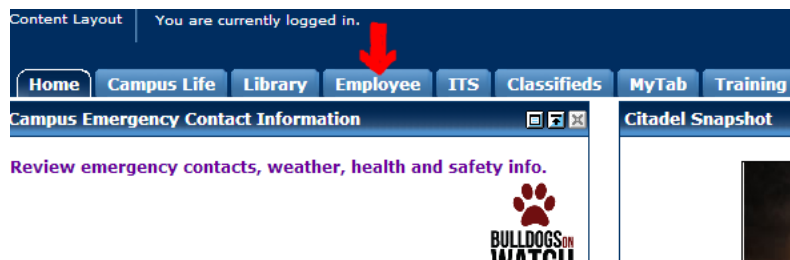
Follow 4 Quick Steps to Access Your Email Online

1. Launch a web browser to access the **Lesesne Gateway** portal (<https://lesesnegateway.citadel.edu/cp/home/displaylogin>). Then log into Lesesne Gateway using your normal credentials.



Note: Your Lesesne Gateway credentials have NOT changed.

2. Navigate to the Employee tab in Lesesne Gateway.

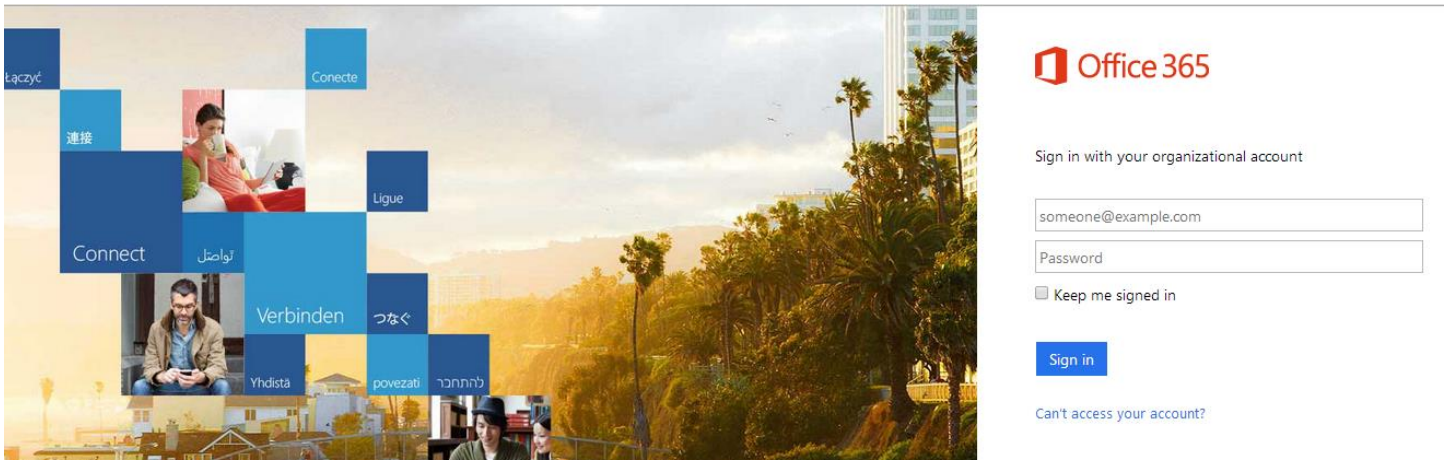


3. Under the Employee tab, locate the Email section. Use the **Microsoft Office 365 Outlook Web Access link** (second link under email section).



Note: You will NOT use the Microsoft Office Outlook Web Access 2003 (first link).

4. The link will redirect you to the Office 365 online portal (outlook.office365.com). Login to Office 365 by using following credentials username@nation.citadel.edu (your username with @nation.citadel.edu behind it) and your Lesesne Gateway password.



Note: The Office 365 web interface can be accessed both on and off campus.