

# 【Web version】 Outlook\_How to Sign In

## 1. How to start Outlook

① Access to Otaru University of Commerce Single-Sign-On-system



or

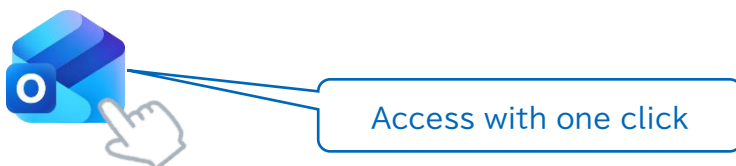


【参考】 <https://www.otaru-uc.ac.jp/center/manual/mm.html#sso>

② When the login window appears, enter your "Network-ID" as the user name (ユーザー名) and your "Network-Password" as the password (パスワード), then click [Login (ログイン)].

The image shows two screenshots of the login process. The first screenshot is a login form titled "ログイン" (Login). It has two input fields: "ユーザー名" (User Name) with "Network ID" entered, and "パスワード" (Password) with "Network Password" entered. A blue "ログイン" (Login) button is at the bottom. A red arrow points from the text above to this form. The second screenshot is a "ホーム" (Home) dashboard. It contains several service tiles: Microsoft 365, 学認RDMアカウント管理サービス (Academic RDM Account Management Service), GakuninRDMAAdmin, パスワード変更 (Password Change), OUC NextCloud, and OUC NextCloud マニュアル (OUC NextCloud Manual). The "【Web版】 Outlook" (Web Version Outlook) tile is highlighted with a red box. A red arrow points from the login form to this dashboard.

※ If you're signed in, you can access it directly at <https://outlook.office.com/mail/>.



※ Note: About university mail addresses (campus-only)  
<https://www.otaru-uc.ac.jp/center/local/local.html#mail>

※ Note: About the ID (campus-only)  
<https://www.otaru-uc.ac.jp/center/local/local.html#NWid-NTpass>

## 2. If you are not signed in, the following screen will appear. Please sign in.

★Microsoft account is your University email address.

Enter your university email address in the User ID field, then click “Next” .



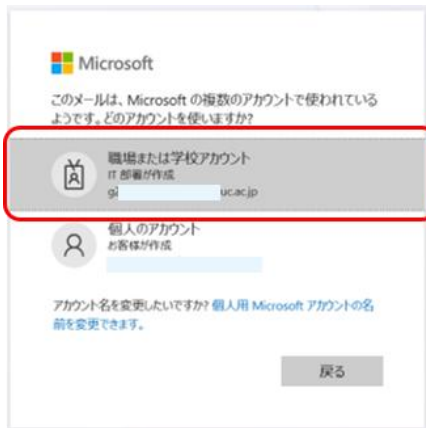
**「University email address」**

【Student】:  
Network-ID@edu.otaru-uc.ac.jp

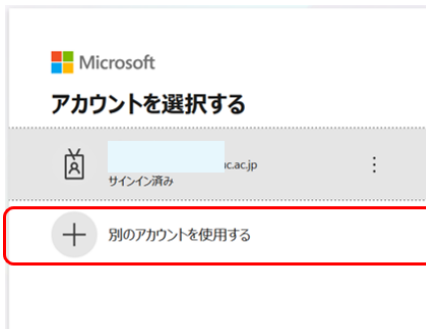
【Teacher】:  
Network-ID@res.otaru-uc.ac.jp

【Professor Emeritus】:  
Network-ID@emt.otaru-uc.ac.jp

【Faculty】:  
Network-ID@office.otaru-uc.ac.jp



When you are using a university email address, select [Work or school account]



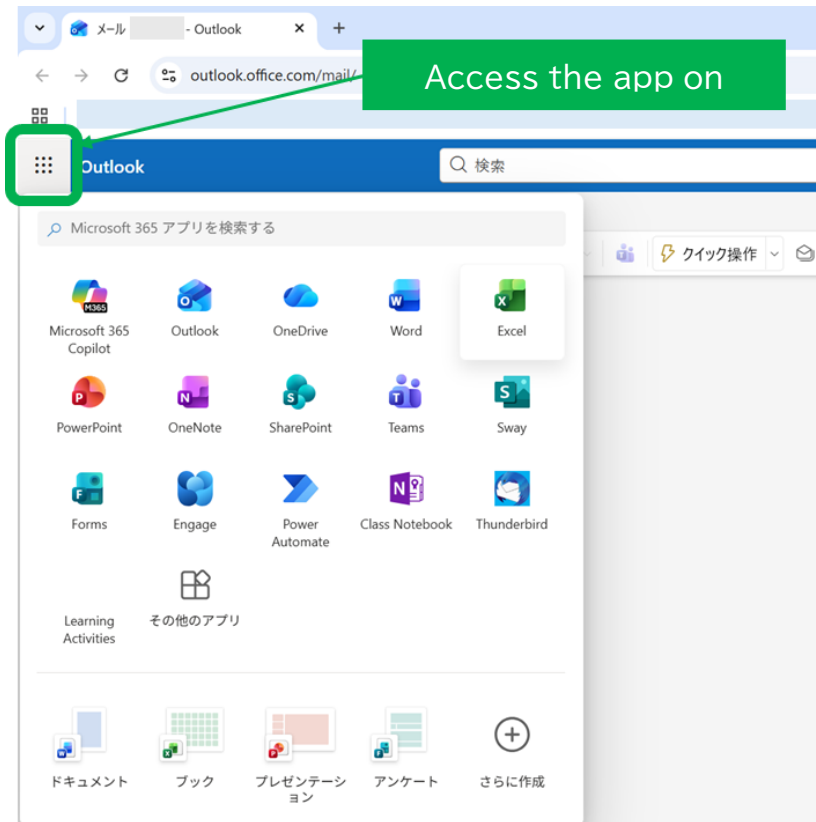
If your university email address is not listed, select [Use another account].



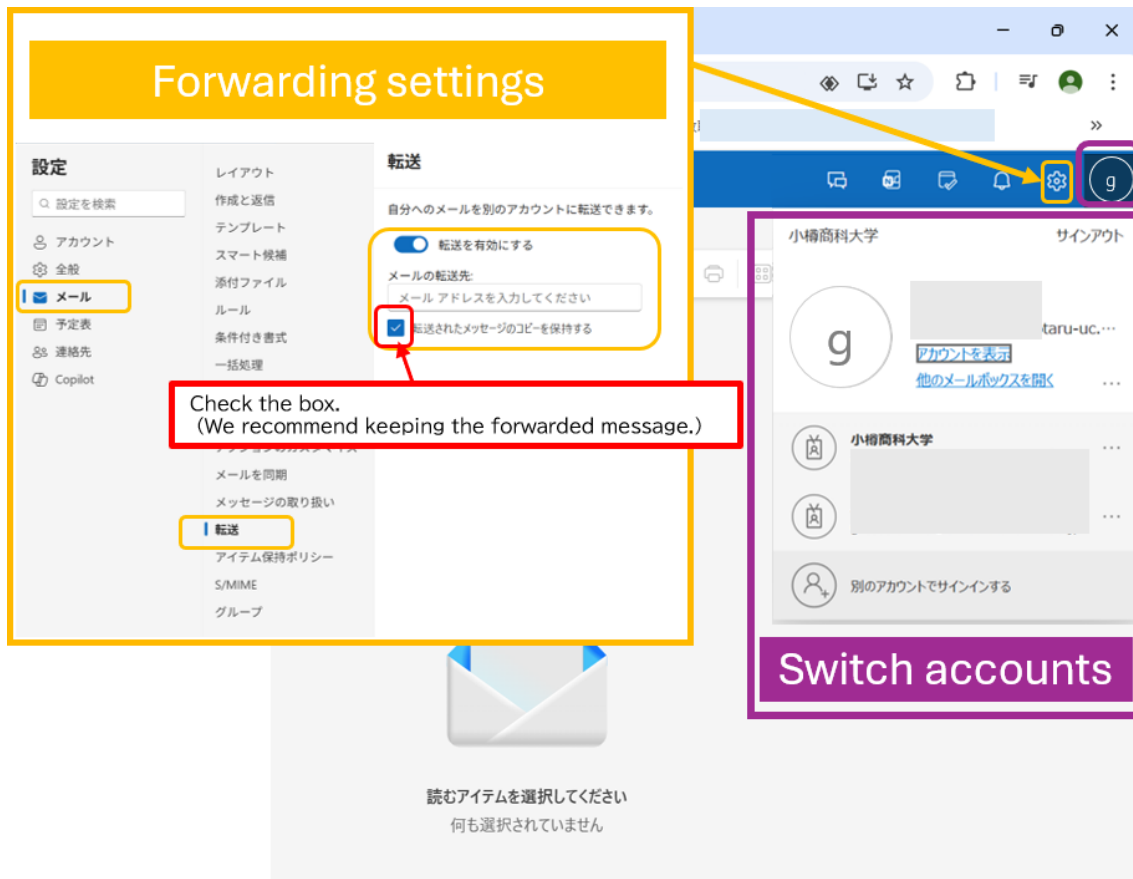
Make sure to uncheck "Allow your organization to manage my device".

### 3. [Web version] Outlook - PC screen

★ You can also quickly access Teams on the web.



★ 『Forwarding settings』 & 『Switch accounts』



#### 4. [Web version] Outlook – Smartphone screen

★Forwarding not available

