1) Go to https://mail.uco.edu and enter your email address (including @uco.edu) and password.

2) After login, you will see the following notice:

3) Click the link https://outlook.com/owa/uco.edu. After clicking the link, you will be prompted to login again. NOTE: This second login is only required while UCO is using its migration architecture. Once all accounts have migrated, you will only need to login once.
4) The web browser you are using will determine what you will see for your next login screen:

**4a) Internet Explorer**

**OFF-CAMPUS** – Enter your email address (including @uco.edu) and password.

**ON-CAMPUS** – Prior to Monday, December 15th, you will see the login prompt in Step 4a. Effective Monday, December 15th, you will automatically be logged into OWA when accessing from an on-campus computer.

**4b) Mozilla Firefox, Google Chrome, Safari**

**OFF-CAMPUS and ON-CAMPUS** – Enter your email address (including @uco.edu) and password.
5) The first time you login, you will be asked to “Choose your preferred display language and home time zone”. Make your selections, then click “Save”.

6) After logging in, you will see the Office 365 Outlook Web App (OWA) interface.

If you have questions or need assistance, please contact the UCO Service Desk.

Walk-Up: 1st Floor of the Max Chambers Library
Phone: 405-974-2255
Email: support@uco.edu

For training on the new Office 365 email, please check the Learning Center for scheduled training opportunities.