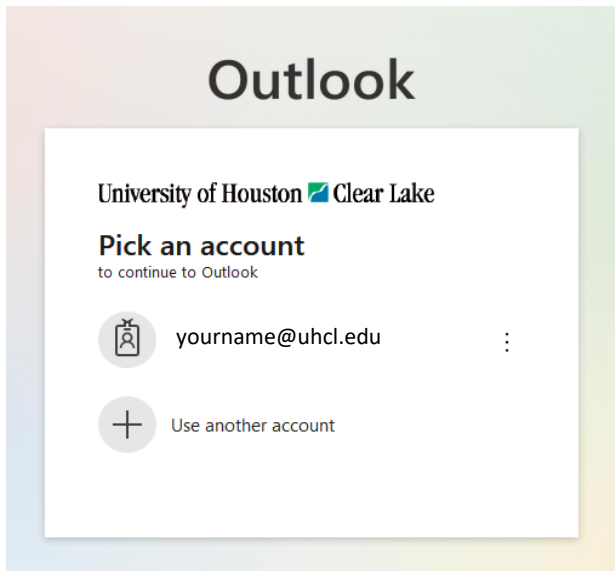


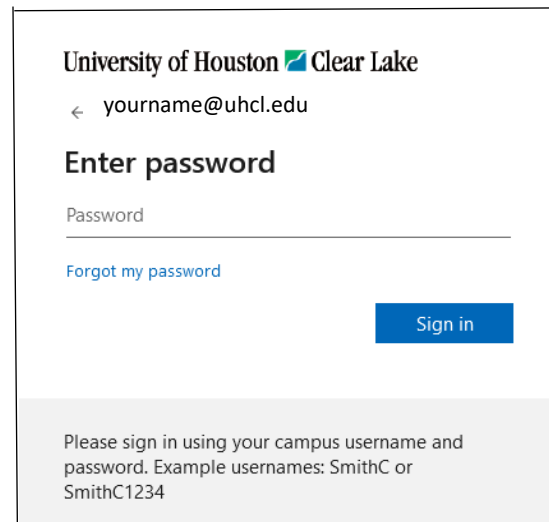
Outlook 365

Migration of Your UHCL Email Account to Outlook 365

Check UHCL Email From Your Browser - After migration of your email account to Office 365, you will no longer be able to access your account via Webmail. If you login in via Webmail, you will be redirected to the new URL. Please make note of the new link: [Outlook.uhcl.edu](https://outlook.uhcl.edu). You will be prompted to pick or add an account. Type in your UHCL student email address:



Enter your password when prompted.



If you can't get logged in and are sure you are using the correct Password:

- Click on the refresh link on the page
- Delete your [web browser cache](#) – temporary files and cookies
- Close the browser, reopen, and try again

Check UHCL Email on Your Smartphone or Tablet - If your UHCL email stops working on your smartphone or tablet, do the following:

- Force an active sync – typically done either by pulling down on the email screen with your finger or possibly there is a refresh button
- Reboot the device
- Restart the mail client
- Remove the mailbox and re-add it.
 - Select Microsoft Exchange
 - Enter your Email Address
 - Select Sign In (not the manual configuration)

Still can't get logged in, call the Support Center-281.283.2828 or chat with us at www.uhcl.edu/uct