What Is the Outlook Web-Based Client?
To access your Loyola Exchange email account from a web browser, the Outlook web-based client can be used. With the Outlook web-based client 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 accessing the Outlook web-based client 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 see the following web page. There are separate sections of documentation on the page for staff/faculty email and student email at [http://www.luc.edu/its/exchange/training.shtml](http://www.luc.edu/its/exchange/training.shtml)

What Is Needed to Use the Outlook Web-Based Client?
1. A valid Loyola Law School Username and password. This is the same Username and Password that you use to access the LOCUS system and to login to a Law School Computer. If you have forgotten your Loyola Law School Username and/or password you have three ways to find this information:
   a. You can reset your own password by using the Password Self-Service web page. Go to [http://www.luc.edu/password](http://www.luc.edu/password) webpage and using the Password Reset Tool.
   b. You can come to the Law School Computer Center and see a Lab Advisor who can help you.
   c. You can contact the university Call Center at ext. 4-4444 from a campus phone or 773-508-7500 from off campus for help. The Call Center hours are Monday - Friday 9am to 5pm.

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: [http://outlook.luc.edu](http://outlook.luc.edu).

1. Type your Loyola Law School Username into the “UserName” field.

2. Type your password in the “Password” field.

3. Click on the Logon 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. The Outlook Web-Based client should look similar to the full Outlook client that is used on the Law School desktop computers.