Concordia Texas University

Information Technology Server Team

Accessing Office 365 Email

The Personal Support Center is ready to assist you. We have agents available 24x7x365.
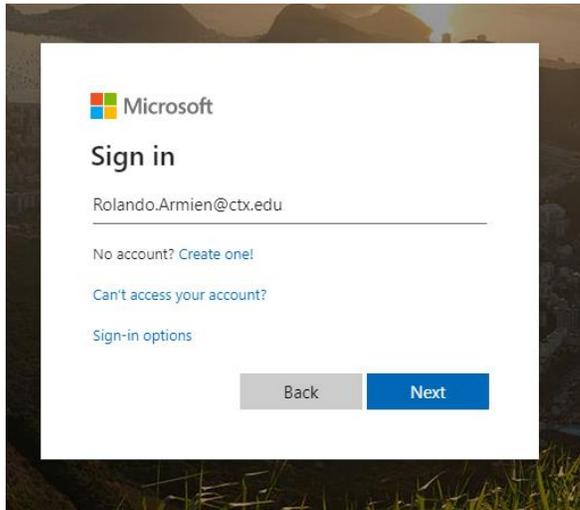
Email: CTXHelp@personalsupportcenter.com

Phone: (877) 497-5856
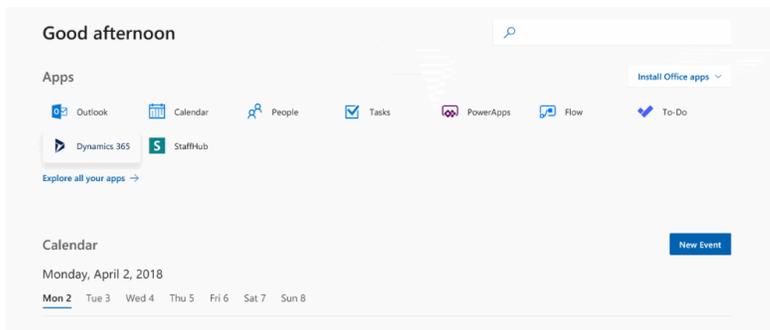
Accessing Office 365 Email

Login to Office 365 directly:

1. Open web browser
2. Go to portal.office.com
3. Enter your CTX student email address and hit Next

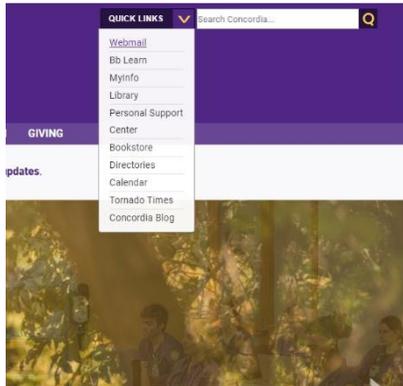4. Enter your CTX student password, click on Sign in
5. Click on the Outlook app

6. When logging in for the first time, you will need to manually update the time zone to Central Time.
   a. After logging in, click on the **Settings** icon located in the top right-hand corner of the screen and select **Mail**.
   b. On the menu located on the left-hand side of the screen, select **General**.
   c. Select **Region and Time Zone.**
   d. Change **Current time zone** to (UTC-06:00) Central Time (US & Canada).
   e. Click **Save**.
7. You are now in your Office 365 student email mailbox.

**All your emails and folders from Gmail have already been migrated to Office 365. Any future emails will be delivered to this account. **
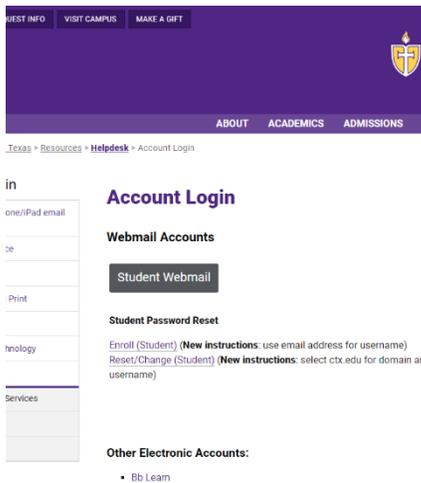
Login to Office 365 via Concordia.edu:

1. You may access your Student Office 365 email account by browsing to Concordia.edu in your web browser. Select the Quick Links menu in the upper right-hand corner of the page and click on Webmail:

2. On this page, click on the Student Webmail button

3. Enter your CTX Student email address and password to log in to your email account.