

## How to Access Personal and Generic UBC Email Accounts Remotely (for UBC email accounts on Microsoft 365)

Personal UBC Email Account: Go to Outlook Web Access at <https://outlook.office.com> and log in with your [firstname.lastname@ubc.ca](mailto:firstname.lastname@ubc.ca) email address/alias and CWL password.

Generic UBC Email Account: While you are logged into Outlook Web Access, go to the top right corner where your picture is (or the non-descript person icon). Click on the picture, select “Open another mailbox” and search for the generic email account and open it. It is usually easiest to search for it by email address, e.g. [admissions@allard.ubc.ca](mailto:admissions@allard.ubc.ca).

**Hint:** if you want to access *two* generic email accounts *at the same time*, open a completely different web browser app than the one you are using (e.g. Firefox if you normally use Chrome, or, Chrome if you normally use Firefox) and open the second generic email account in that browser.