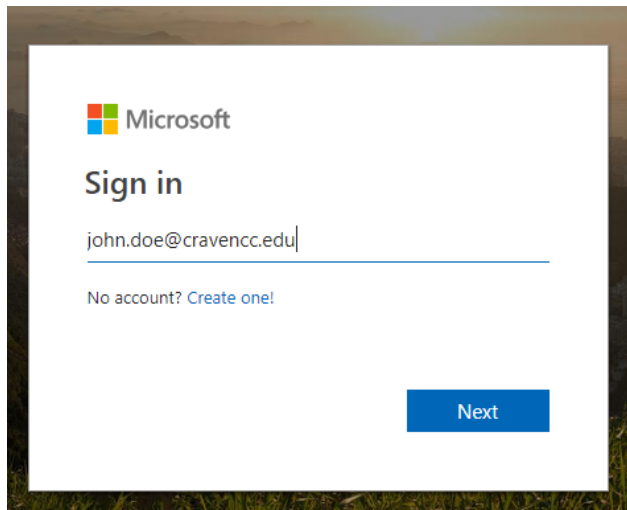
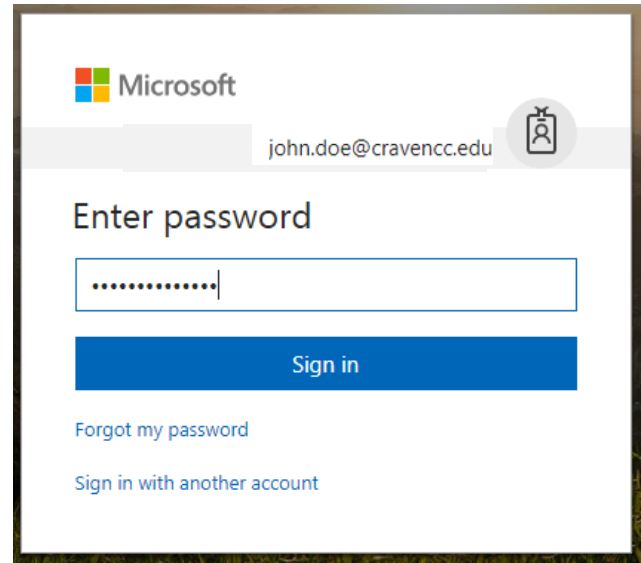


# Login Instructions for Web Access to Outlook 2016 Online

1. Open your web browser and navigate to [mail.cravencc.edu](http://mail.cravencc.edu).
2. Enter your Active Directory username followed by “@cravencc.edu” and click the Next button. For example: John Doe would type in [john.doe@cravencc.edu](mailto:john.doe@cravencc.edu). **His email address will remain doej@cravencc.edu.**



3. Type in your Active Directory password (this is the same password that you use to login to your computer or WebAdvisor.)



4. Congratulations! You should now be able to access your inbox.

