Accounts
How to access my FIT email from the web (Off-Campus)
How to access my FIT email from the web

Open a web browser and navigate to "https://outlook.office365.com/

Login using your @fit email address

It will re-direct you to the FIT login. Login again with the same information.
Accounts

Sign in with your organizational account

Your-Tracs@fit.edu
Password

Sign in

You will then be taken to the main Office 365 applications. Click on the Outlook icon.

How to check shared mailboxes?

Click on the sphere or profile picture in the top right of the screen and select "Open another mailbox"
You will be prompted to enter the email address of the shared mailbox you wish to access, then click open.

The shared mailbox will be then displayed. To go back to your FIT mailbox or to access other shared mailboxes, follow the same process of clicking in the top right and selecting "open another mailbox"