

# Email

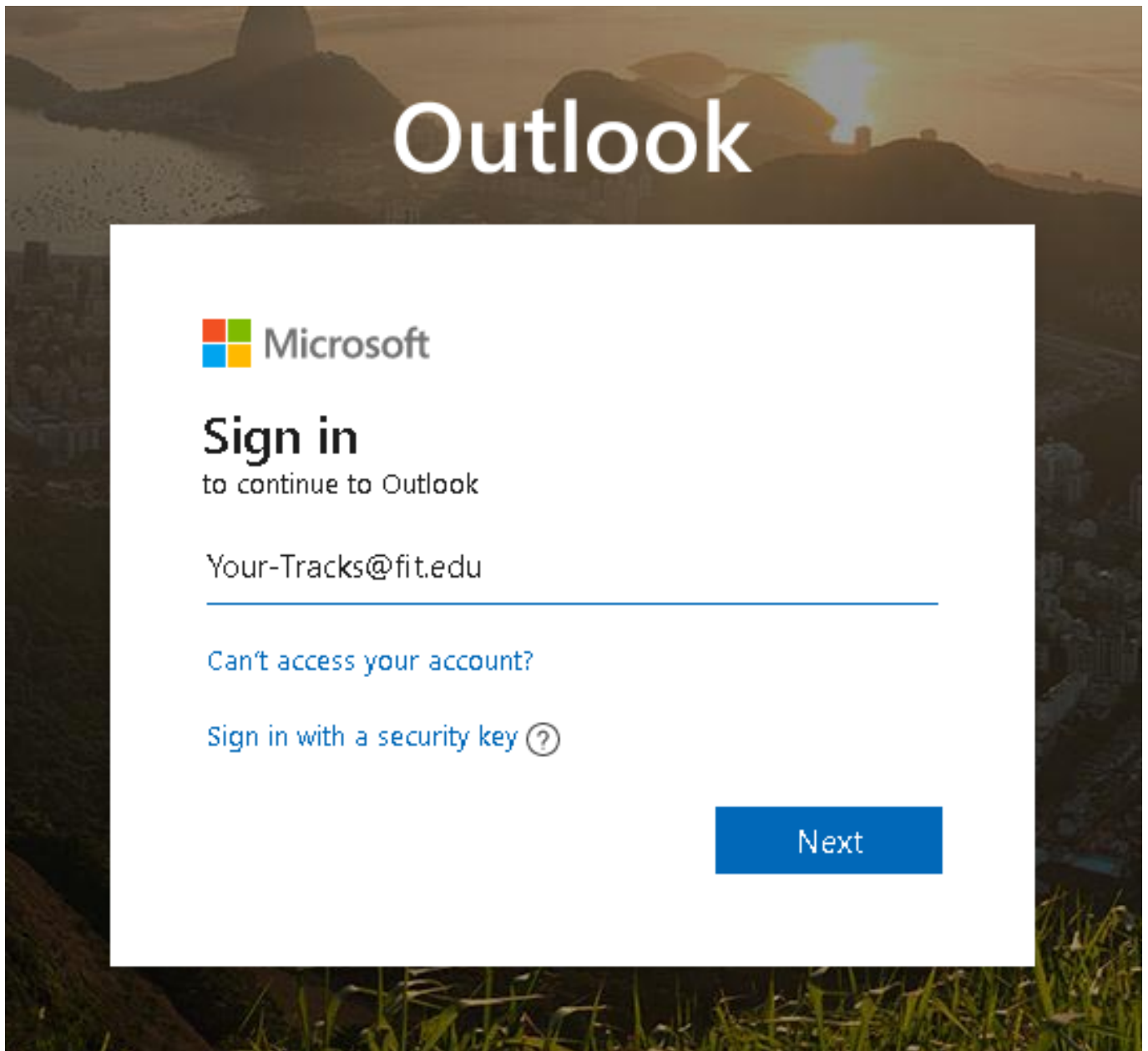
## How to access my FIT email from the web (Off-Campus) - STAFF/FACULTY

### How to access my FIT email from the web

This FAQ is specifically for Staff or Faculty who use Outlook for their emails and does not apply to students who can login to their email directly through Gmail.com with their Florida Institute of Technology emails. For more information on how to login as a Student please click [Here](#).

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.

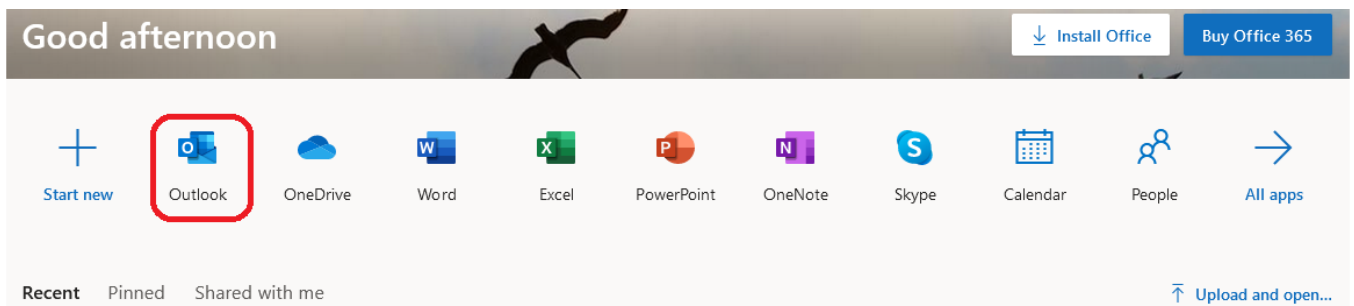
# Email



Sign in with your organizational account

Sign in

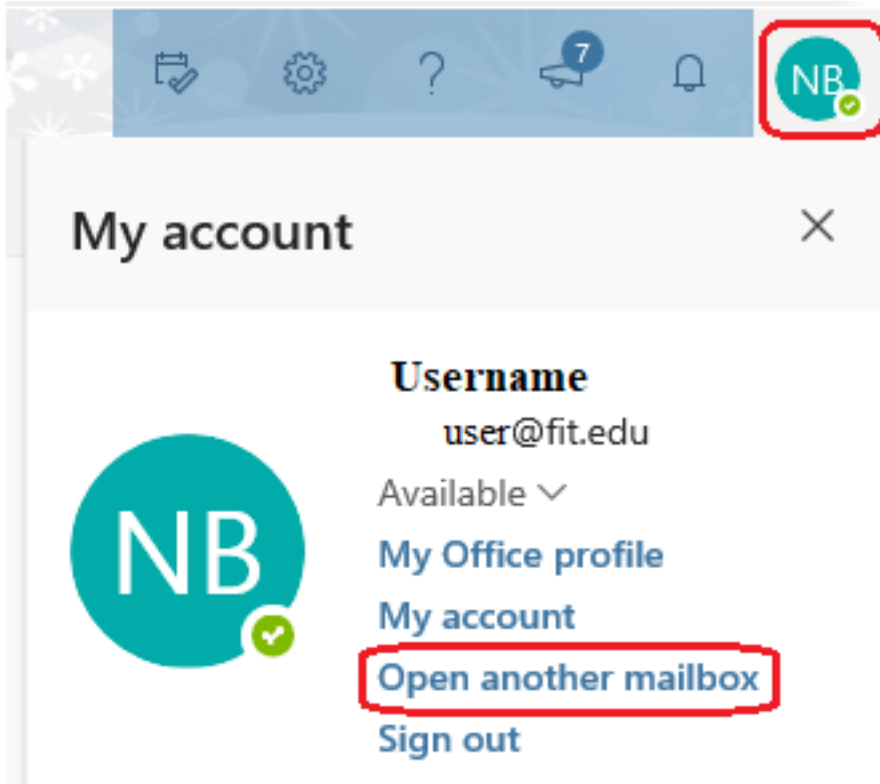
You will then be taken to the main Office 365 applications. Click on the Outlook icon.



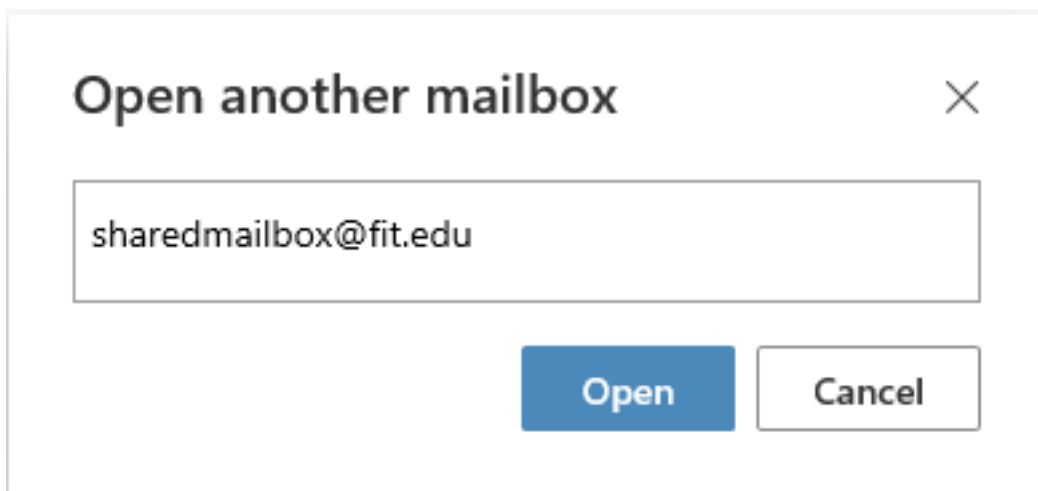
## How to check shared mailboxes?

Click on the sphere or profile picture in the top right of the screen and select "Open another mailbox"

# Email



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"

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