

# Technology Support Center

## Accessing Office Email Accounts

To start the process of accessing your office email account via the web, log into the webmail for your personal account.

Once logged in, click the arrow just to the right of your name and select "Open Other Mailbox"

Enter the full email address of the account you wish to open. If this is an office calendar, just add "@bgsu.edu" to the username.

Press open once you have it entered.

The system should come back and show the display name of the account. If you are shown a list instead, just click the correct account.

Once your screen looks like this, his open.

If no one has logged in to this account yet, you may see a screen to verify account options. Be sure to select "Eastern Standard Time" before hitting okay and logging into the account.

Once logged in, you will see the email for the account. If you are looking for the calendar, simply select calendar from the bottom left corner.

