Signing into UMAIL (University E-Mail)

- 1. 24 hours after signing into https://cis.utah.edu your e-mail has been created please go to https://outlook.office.com
- 2. You will then be prompted for an e-mail address (screenshot below). Please use the e-mail format of <u>uXXXXXXX@umail.utah.edu</u>
 - a. This format will be used to sign into e-mail on the Microsoft Outlook applications via the Appstore on iPads, iPhones and Android phones as well.

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3. After selecting next you will be redirected to a Utah sign in page. The e-mail address should be auto filled and your password will be your CIS password that you created.



b.

4. After you click sign-in (most) will be prompted for a DUO notification. Choose whatever option you want and finish that process with your phone.



5. Once you get to the page below, you are officially signed into you University E-mail.

