

# Accessing Email from Online

## Microsoft Office 365

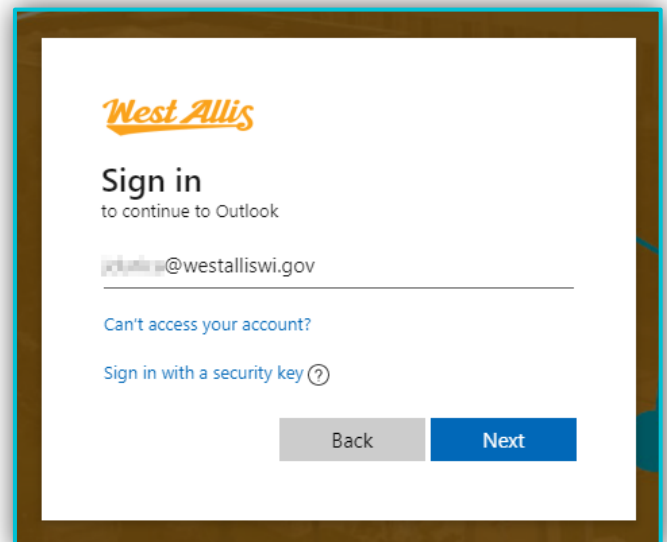
The City email system, Microsoft's Office 365 platform, provides a convenient and intuitive web interface called Outlook Web Access. This can be accessed from most web browsers on range of different devices and operating systems.

**\*\*To skip steps 1-3 below click or tap the following link to be taken straight to the login page\*\***

<https://outlook.com/owa/westalliswi.mail.onmicrosoft.com>

### Sign in using the City Website

- 1) Open the web browser of choice (Google Chrome, Apple Safari, Mozilla Firefox, Microsoft Edge, etc.)
- 2) Navigate to the City's website at <https://www.westalliswi.gov> (click or tap the link to go there now)
- 3) Go to the lower left corner of the site and click/tap on the "**City of West Allis**" logo
- 4) Sign in using your City email address
- 5) Next enter your current email password



- 6) If the site shows the box shown on the left you may click whichever option you prefer.  
*\*Note: It is highly recommended to click "No" on anything that isn't a City-owned or personally-owned device.\**