UNIVERSIDAD INTERAMERICANA DE PUERTO RICO
RECINTO METROPOLITANO
CENTRO DE INFORMATICA Y TELECOMUNICACIONES

How to Access your Institutional Email Account
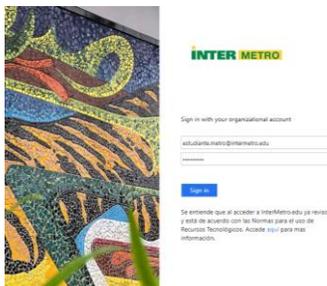
1. To access your Institutional Email, go to: https://outlook.office365.com .

2. Type in your **Institutional Email** ending in **@intermetro.edu** and click the **Next** button.
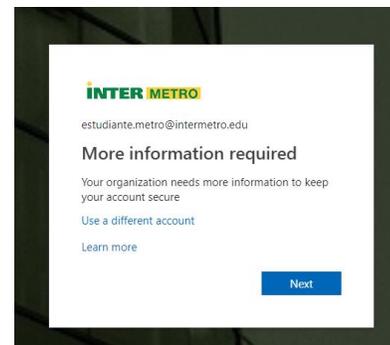

3. You will be redirected to the Institutional login site. Enter your **password** and press the "**Sign In**" button.

(Steps 4 to 13 are only for the first time you access your email)

4. The site will indicate that it needs more information to verify your account. Press the "**Next**" button.

5. On the next screen you will have to configure tow methods of authentication. (**cell phone and personal email**. Only one is required but its recommended to setup both methods). Click on "**Set it up now**" next to the option you wish to configure.

6. To set up your **cell phone** first select the country in which your cell phone is registered. (in the case of **Puerto Rico** and **United States** select the option **United States (+1))**.


7. Type in your cell phone number and select one of the verification methods ("**text me**" = you will receive a text message with a **verification code**, "**call me**" = you will receive a phone call after you answer it wait a couple of secondes and **press the # key on your phone**) after you've been verified you'll, return to the screen on **Step 5** to configure the next option.

8. To set up your **personal email** type in your **personal email** and press the "**email me**" button.
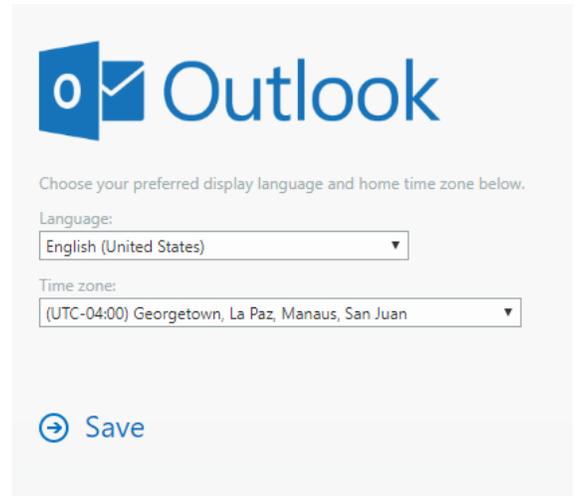

9. You will receive an email like this one in your **personal email** with a **verification code**.

10. After you've been verified, you'll return to the screen on **Step 5**. Click on the "**finish**" button to finish this process.
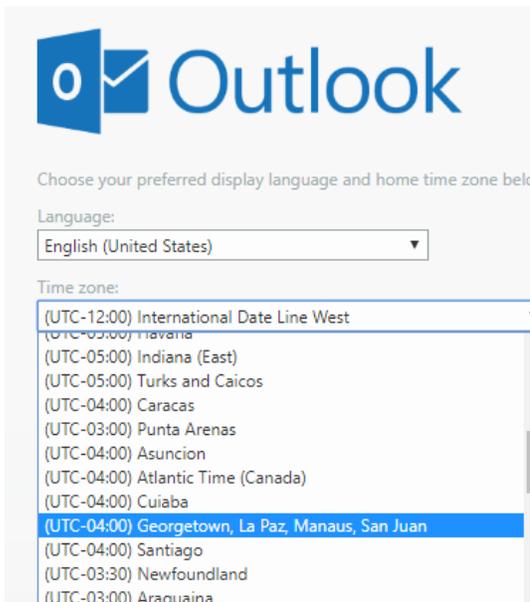
11. On the next screen you will set up your **language** and **Time Zone**

12. In the case of Puerto Rico select: **(UTC -04:00) Georgetown, La Paz, Manaus, San Juan)**.
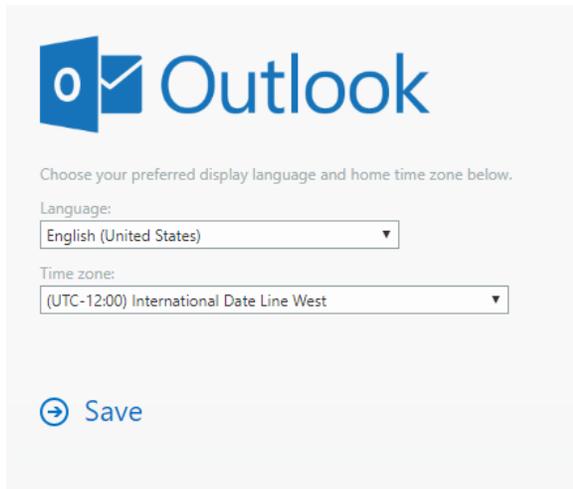
13. Once you have selected your desired options click on "Save" and you'll be taken to your Inbox

14. Start using your **Institutional Email**.