

How to access your mailbox

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From a web browser on any device (mobile or desktop)

1. Open your web browser.
2. Type <https://outlook.com/lasikmd.com> in the address bar, press enter and click the sign-in button.
3. Type in your name and your login address, not your email address. The login address always ends with @lasikmd.com. Press the Next button.
4. Type your password on the next page and press the sign-in button.
5. Confirm your identity with Microsoft by entering the code sent to you.

The image displays a sequence of four browser screenshots illustrating the Outlook sign-in process for the domain `sts.lasikmd.com`.

Screenshot 1: Initial Sign-in Page
The browser address bar shows `https://login.live.com/login`. The page header is "Microsoft Sign in". The email address `vcharette@lasikmd.com` is entered in the "Email, phone, or Skype name" field. Below the field are links for "No account? Create one!" and "Sign in with a security key". A blue "Next" button is at the bottom right. A "Sign-in options" link is at the bottom left.

Screenshot 2: Password Entry Page
The browser address bar shows `https://sts.lasikmd.com/act`. The page header is "sts.lasikmd.com". The text "Sign in with your organizational account" is displayed. The email address `vcharette@lasikmd.com` is entered in the "Email" field. A password field with masked characters is shown below it. A blue "Sign in" button is at the bottom right.

Screenshot 3: Verify your identity Page
The browser address bar shows `https://login.microsoft`. The page header is "Outlook". The email address `vcharette@lasikmd.com` is displayed. The section "Verify your identity" is shown. It includes a "Text" option with a code `+X XXXXXXXX12` and a "Call" option with a code `+X XXXXXXXX11`. A "More information" link is at the bottom.

Screenshot 4: Enter code Page
The browser address bar shows `https://login.microsoft`. The page header is "Outlook". The email address `vcharette@lasikmd.com` is displayed. The section "Enter code" is shown. It includes a message: "We texted your phone +X XXXXXXXX12. Please enter the code to sign in." The code `510824` is entered in the "Code" field. A checkbox "Don't ask again for 60 days" is checked. A "More information" link is at the bottom left. A blue "Verify" button is at the bottom right.

From an iOS mobile device using the Outlook app

[Download from here](#)

1. Type in your name and your login address, not your email address. The login address always ends with @lasikmd.com. Press the sign-in button.
2. Type your password on the next page.
3. Confirm your identity with Microsoft by entering the code sent to you.

The first screenshot shows the 'Add Account' screen at 7:42. The user has entered 'vcharette@lasikmd.com' in the 'Enter your work or personal email' field. Below the field are buttons for 'Add Account' and 'Create New Account'. At the bottom, there are links for '@hotmail.com', '@outlook.com', and '@gmail.com', and a keyboard is visible.

The second screenshot shows the 'Sign in with your organizational account' screen at 7:37. The user has entered 'vcharette@lasikmd.com' and a password. A 'Sign in' button is at the bottom. The address bar shows 'sts.lasikmd.com'.

The third screenshot shows the 'Verify your identity' screen at 7:43. A Microsoft dialog box is overlaid with the title 'Verify your identity' and the email 'vcharette@lasikmd.com'. It offers three verification methods: 'Text +X XXXXXXXXX12', 'Call +X XXXXXXXXX12', and 'Call +X XXXXXXXXX11'. A 'Cancel' button is at the bottom of the dialog. In the background, the 'Office 365' app is showing the 'Enter code' screen with the code '447628' and a 'Verify' button.

From an Android mobile device using the Outlook app

[Download from here](#)

1. Type in your name and your login address, not your email address. The login address always ends with @lasikmd.com. Press the sign-in button.
2. Type your password on the next page.
3. Confirm your identity with Microsoft by entering the code sent to you.

The image displays three sequential screenshots of the Outlook app's login interface on an Android device. The first screenshot, taken at 7:42, shows the 'Add Account' screen where the user enters their work or personal email address, 'vcharette@lasikmd.com', into a text field. Below the field are buttons for 'Add Account' and 'Create New Account'. A keyboard is visible at the bottom. The second screenshot, at 7:37, shows the 'Sign in with your organizational account' screen. The email address is pre-filled, and the user is prompted to enter their password. A 'Sign in' button is at the bottom. The third screenshot, at 7:43, shows the 'Verify your identity' screen. It features a Microsoft logo, the email address, and a 'Verify your identity' heading. Below this, there are options to verify via text or call, with a 'Cancel' button at the bottom. The background of the third screenshot shows the 'Office 365' header and a 'Enter code' section where a code '447628' has been entered, with a 'Verify' button.

7:42 Add Account sts.lasikmd.com

Enter your work or personal email

vcharette@lasikmd.com

Add Account

Create New Account

Sign in with your organizational account

vcharette@lasikmd.com

Sign in

7:37 Not Office 365 ?

Office 365

Microsoft

vcharette@lasikmd.com

Verify your identity

Text +X XXXXXXXXX12

Call +X XXXXXXXXX12

Call +X XXXXXXXXX11

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

7:43 Not Office 365 ?

Office 365

Microsoft

vcharette@lasikmd.com

Enter code

We texted your phone +X XXXXXXXXX12. Please enter the code to sign in.

447628

Having trouble? Sign in another way

Verify

Terms of use Privacy & cookies

From the Mail app on macOS

1. Open System Preferences and select Internet Accounts.
2. Select Microsoft Exchange.
3. Type in your name and your login address, not your email address. The login address always ends with @lasikmd.com. Press the sign-in button.
4. When asked if you want to configure manually press the sign-in button. We don't want to configure the account manually.
5. Enter your password and press the sign-in button.
6. Confirm your identity with Microsoft by entering the code sent to you.
7. Select the items you would like to synchronize and press the Done button.



