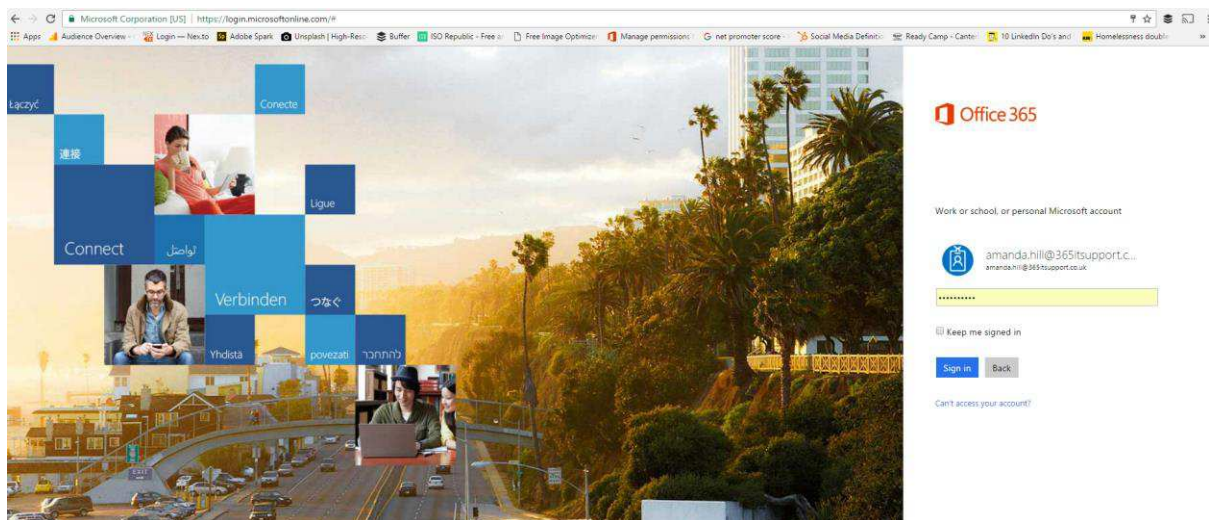
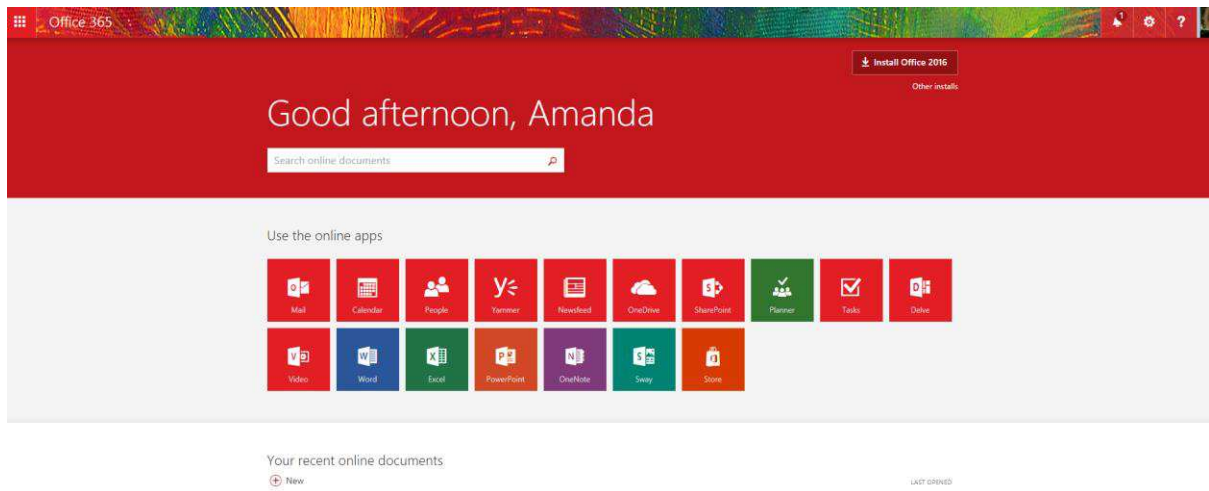


Do you ever struggle with logging into the Microsoft Office 365 portal? Tried too many times and given up? Don't despair...we are here to help and here is how to log into the Microsoft Office 365 portal:

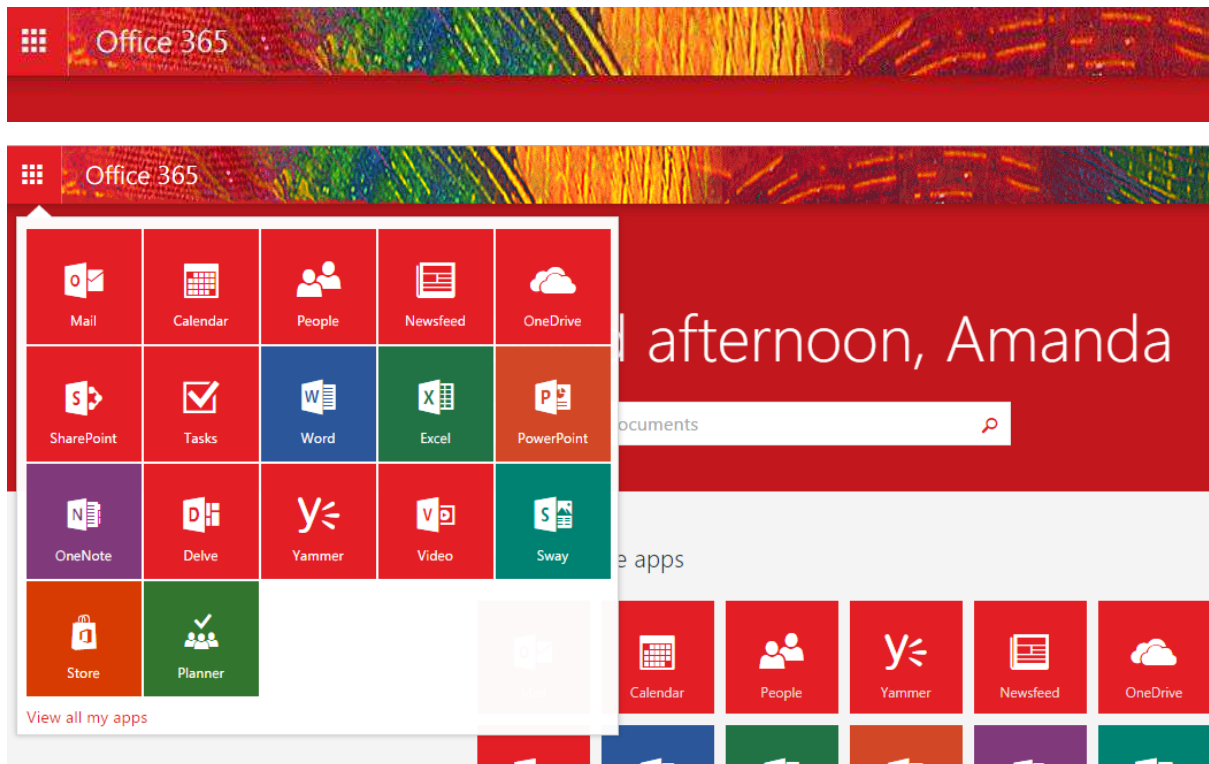
- Type <https://login.microsoftonline.com/> into your internet browser URL. The following page will appear –



- On the right hand side, enter your email address and password (the same details you use to log into your desktop or laptop). Also, tick the box **Keep me signed in** just underneath. Then click **Sign in** and the following page will appear –



- Now, you can access your emails, shared space on SharePoint, calendars and online versions of Microsoft Office 365 products – including Word, Excel, PowerPoint and OneNote. You can see all your available apps in the portal, by clicking on the little white box in the top left hand corner of the screen –



- You can access the portal from numerous devices (laptop, desktop, tablet and mobile phone), as long as there is an internet connection. *Ta-da!*

Please feel free to call our helpful and knowledgeable team on 01843 572600 if you would like any advice about logging into the Office 365 portal. You can also email us at hello@365itsupport.co.uk – we are always happy to help and provide advice for your IT requirements.