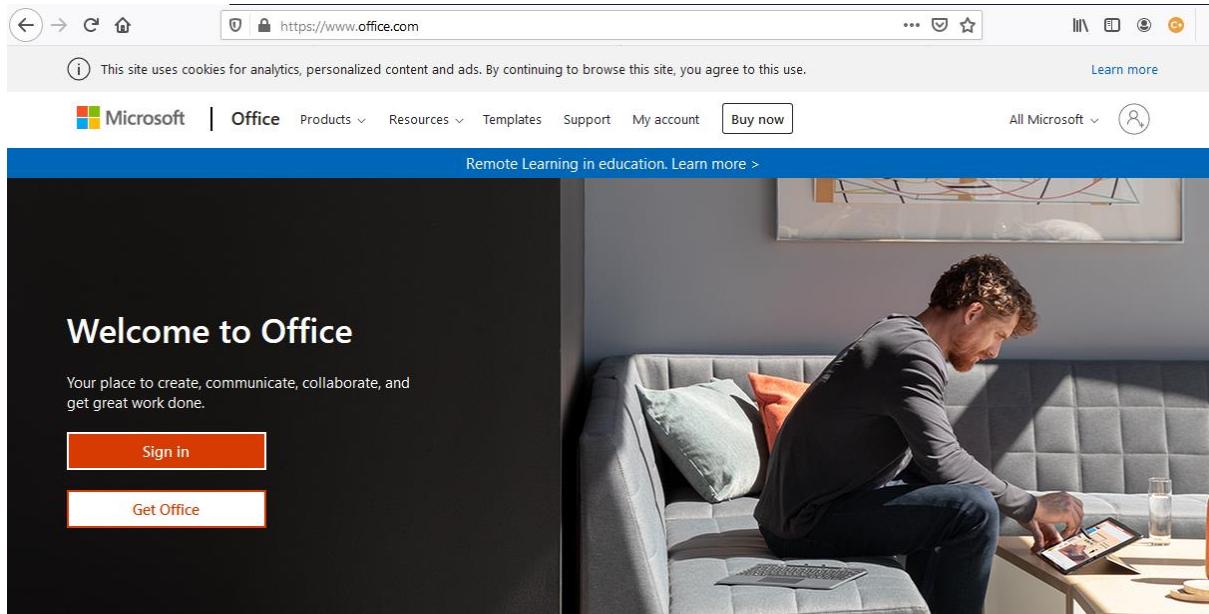

LOGGING INTO OFFICE 365

A quick guide to logging into Office 365

FMAT

Version 1 17092020

To log into Office 365 navigate to www.office.com in your internet browser(Google chrome, Microsoft Edge, etc.)



Click the “Sign in” button



Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Enter your email address and click next, and then enter your password.



← j.bloggs@smiths-wood.com

Enter password

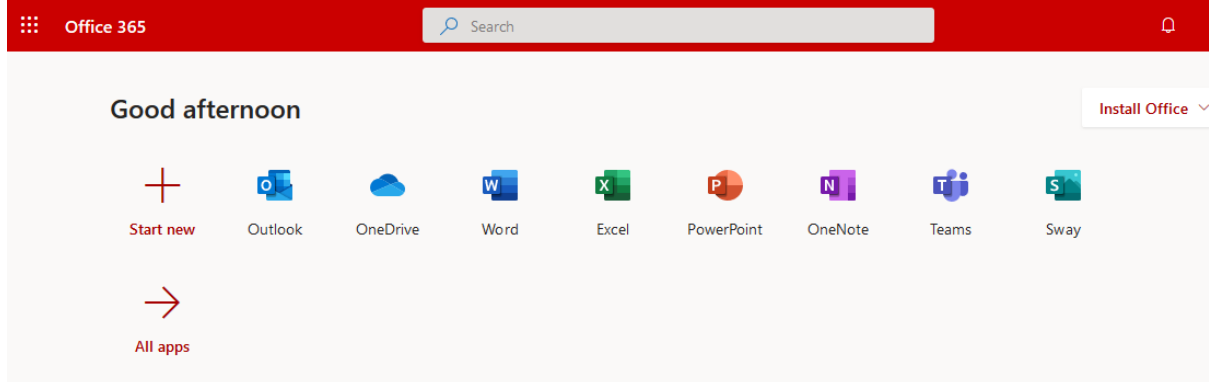
.....|

[Forgotten my password](#)

Sign in

Click "Sign in".

You will be presented with the application screen.



You can now click on Outlook to access your emails, run the office apps in your browser or access your OneDrive.

The following link gives an overview of Office 365 apps.

<https://support.microsoft.com/en-us/training>