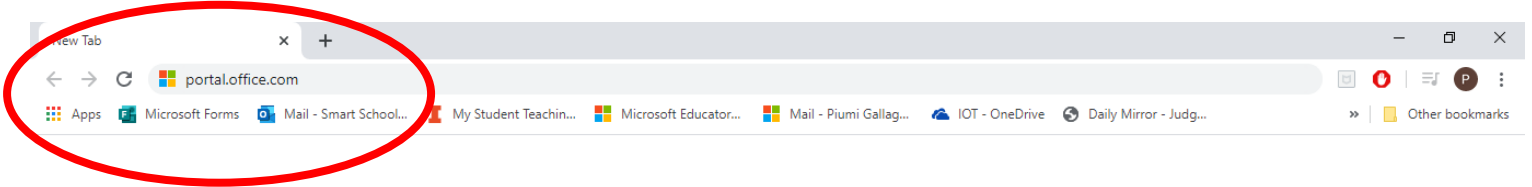
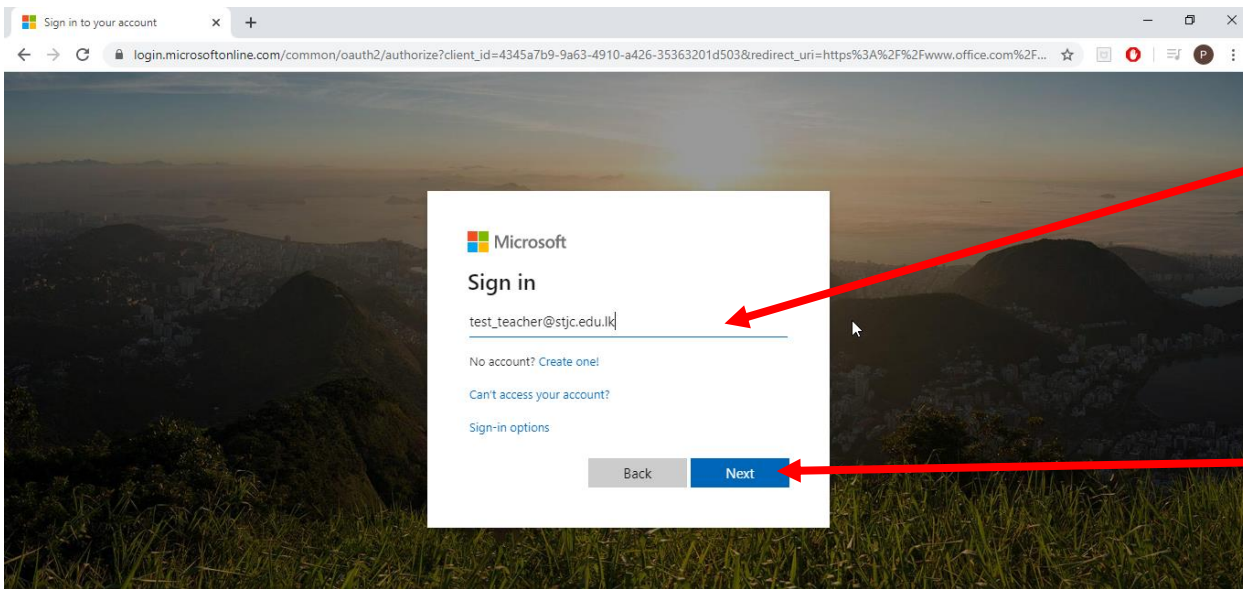


STEPS TO ACCESS THE OFFICE 365 ACCOUNT FOR THE FIRST TIME

Step 1: Open a web browser (Chrome, Firefox, Microsoft Edge) and in the address bar type **portal.office.com**.

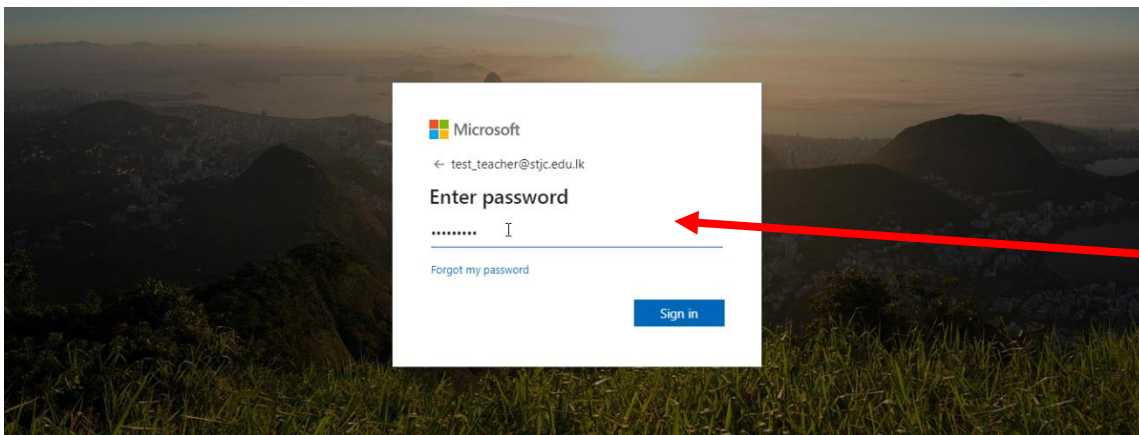


Step 2: You will be directed to bellow page and enter your Username and Password



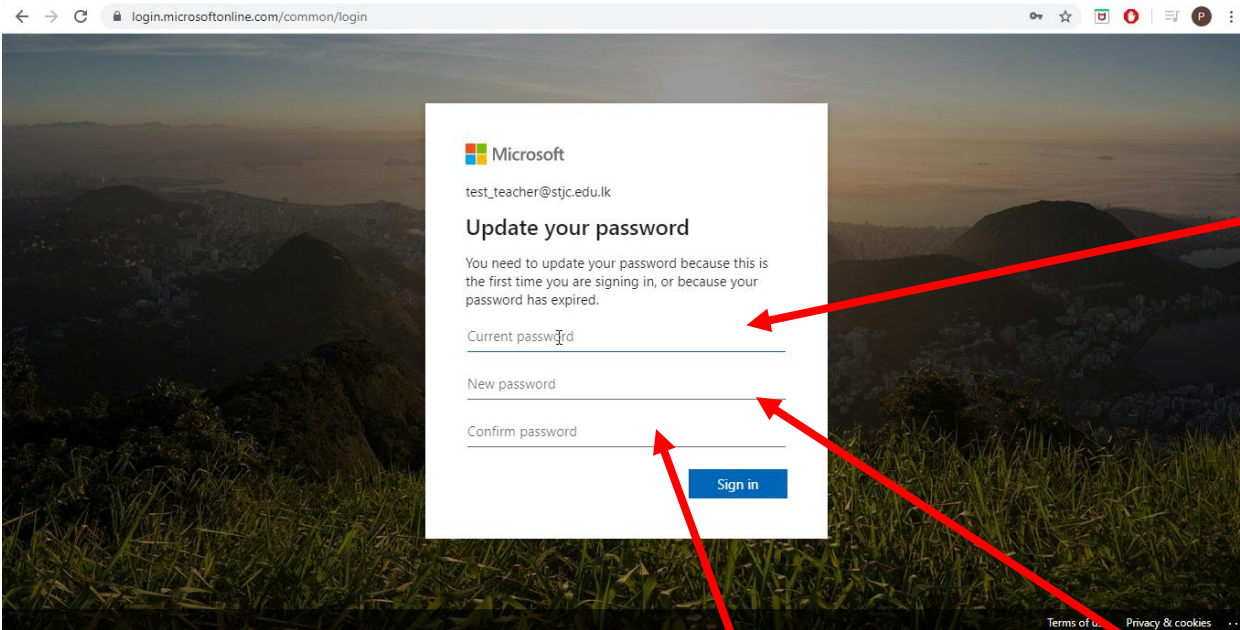
1
Enter Your
Username
here

2
Click on
Next



3
Enter Your
Password
here

Step 3 : You will receive a command to enter a new password. Fill the window as per the details provided and click sign in to log into the system.



1

Enter the password received from the school.

2

Enter your new password as your preference

3

Enter your new password here

Remarks: password it should contain capital and simple letters, numbers and symbols and should contain more than 8 characters