Login and Use Office 365 Online

1. Go to http://portal.office.com to sign in or use http://webmail.nvwgcap.org.
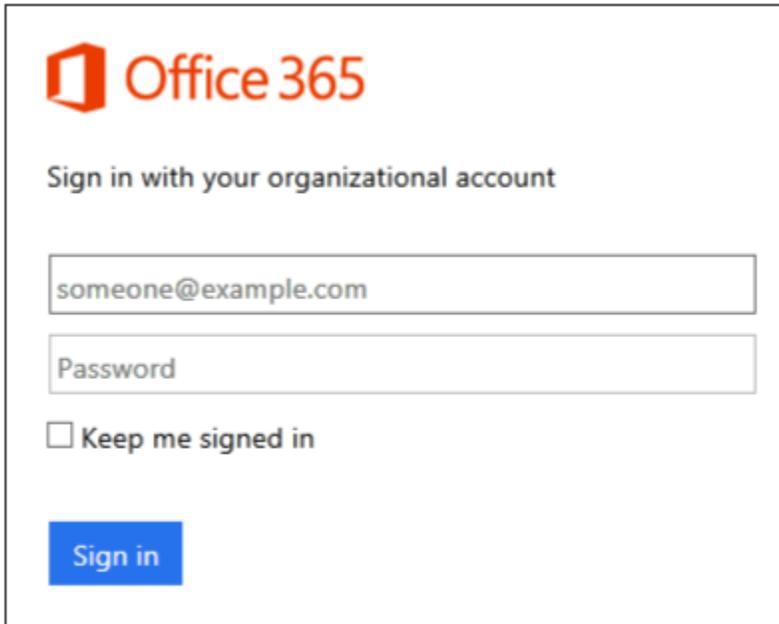
2. Type your user name and password, and then select **Sign in**.

   Tip   The first time you sign in, you'll use the work or school account and temporary password that you received from your manager, school, or support team. Your work or school account is typically the same email address you use to sign in for work or school.

3. If this is your first time signing in, you're asked to change your password. Type a new password, and then select **Save**.
4. To sign out of Office 365, select your name in the upper left corner and select **Sign out**.