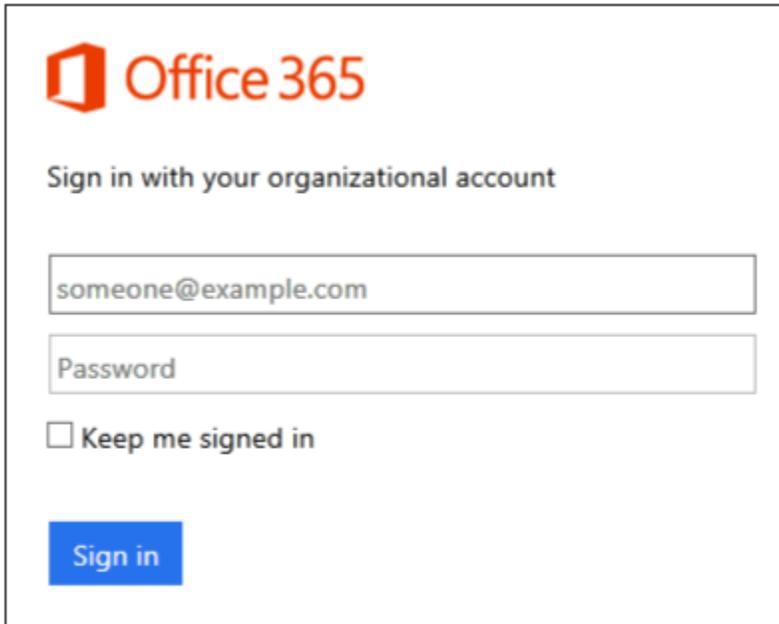


Login and Use Office 365 Online

1. Go to <http://portal.office.com> to sign in or use <http://webmail.nvwgcap.org>.



The screenshot shows the Office 365 sign-in interface. At the top left is the Office 365 logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom left is a blue "Sign in" button.

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**.