

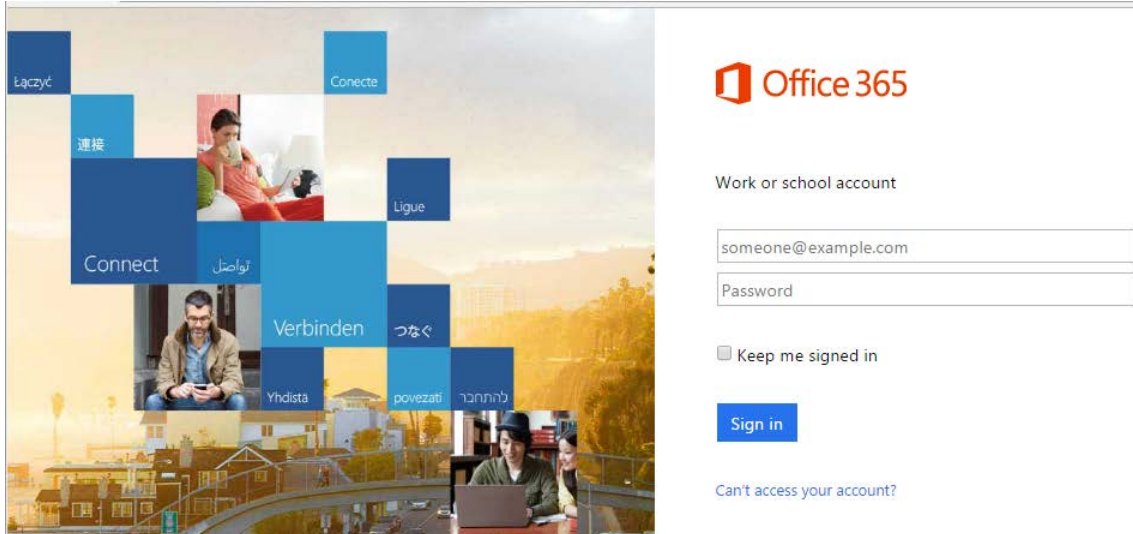
## Logging into Office 365 Outlook Portal

### Introduction

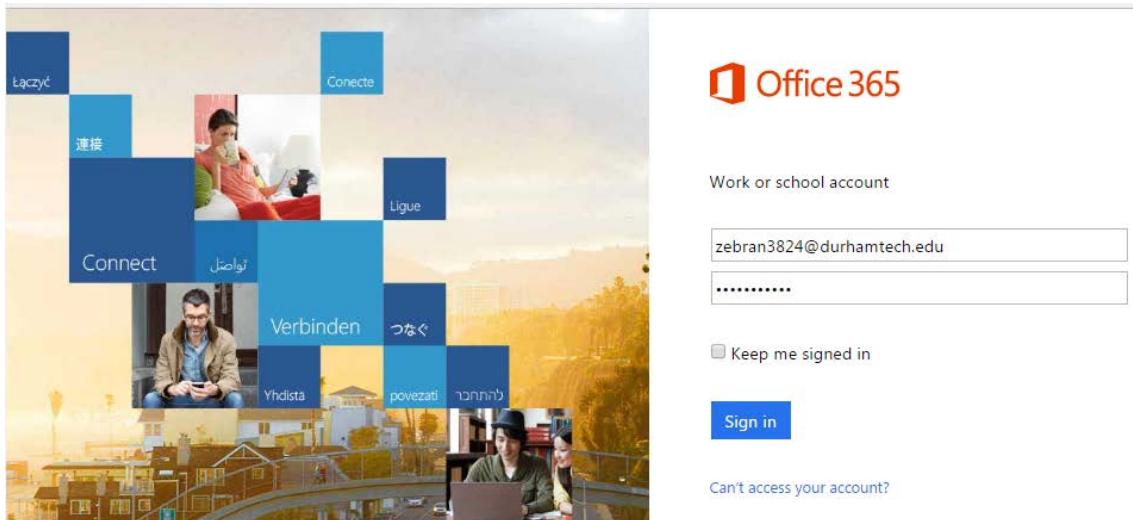
This quickly instructs how to set up the online Office 365 Outlook for the first time. If you are new employee, it is highly suggested to follow these directions first in order to correctly set up your account. It is highly suggested to log into the portal before logging into Outlook 2013/2016 Client.

### Office 365 Portal:

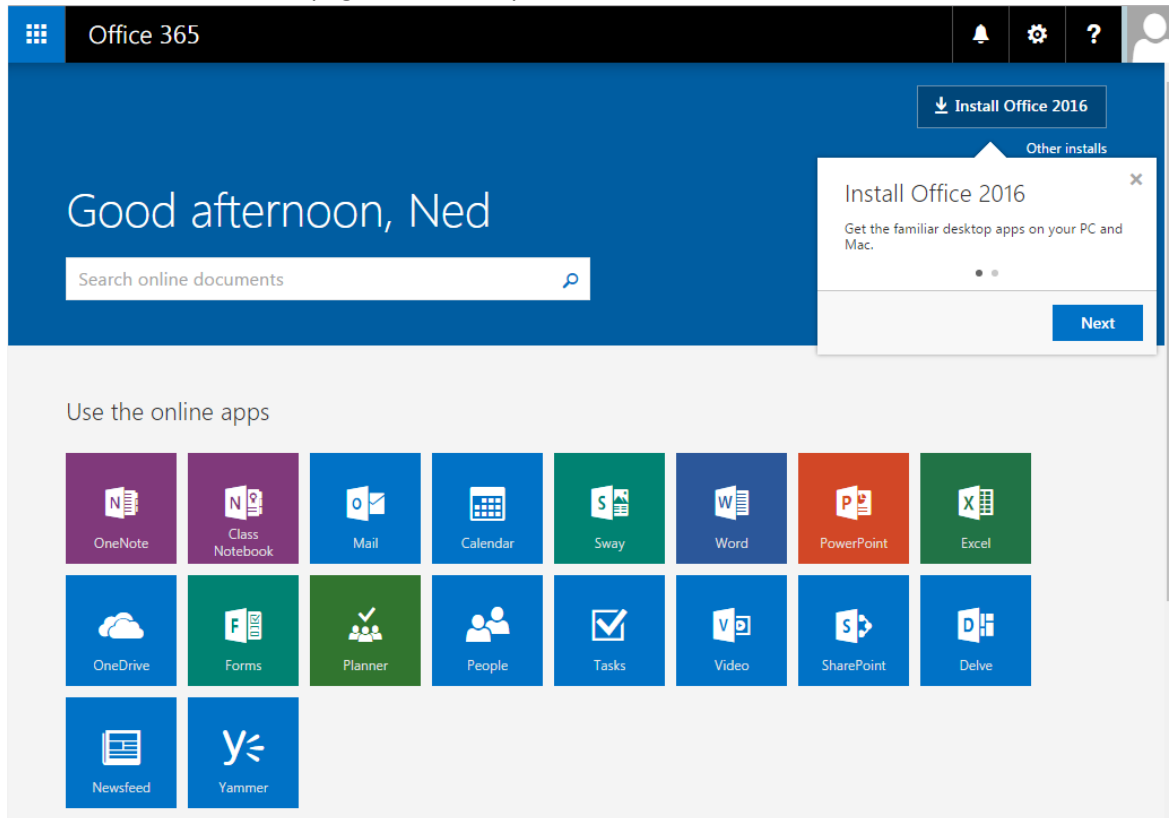
- 1) **Type** the following on your address line to access Office 365 portal: <http://portal.office.com>



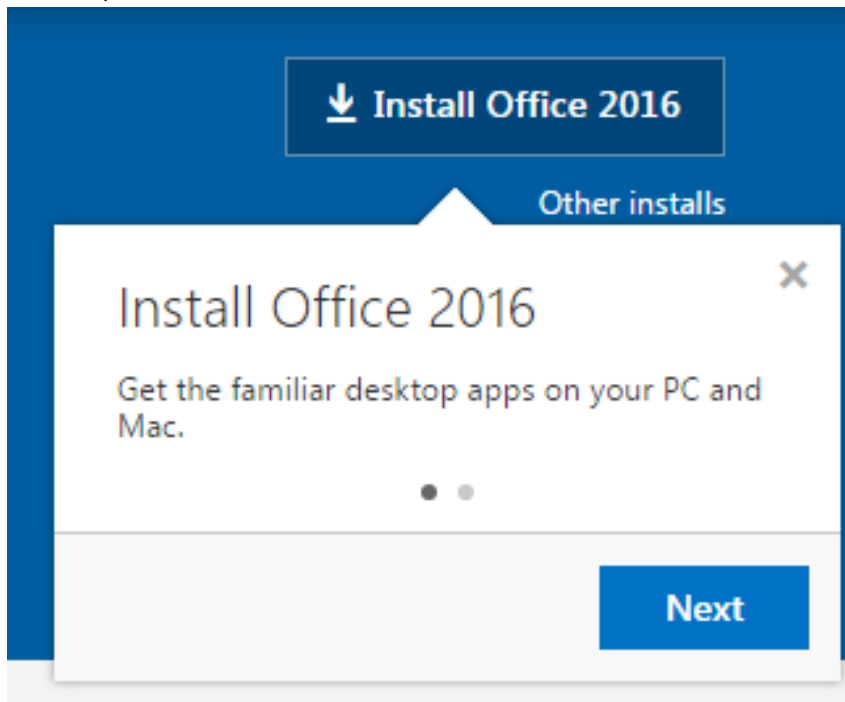
- 2) **Sign in** by using your user name and password (don't forget: @durhamtech.edu)



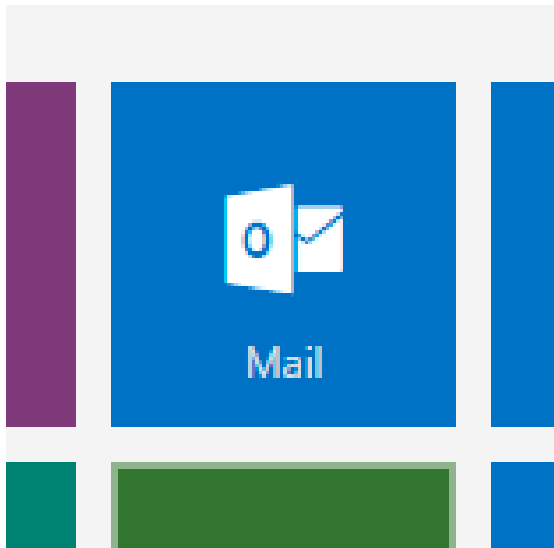
- 3) Now the main Office 365 page will come up:



- 4) You can install Office 2016 on up to 5 devices, but you don't need to install this to connect to your email online. Click the "X" to have the information sign disappear. (You should *never install this on your Durham Tech office PC*. Only on personal and mobile devices.)



5) Click the **Mail** icon



6) Your Outlook Office 365 will open

