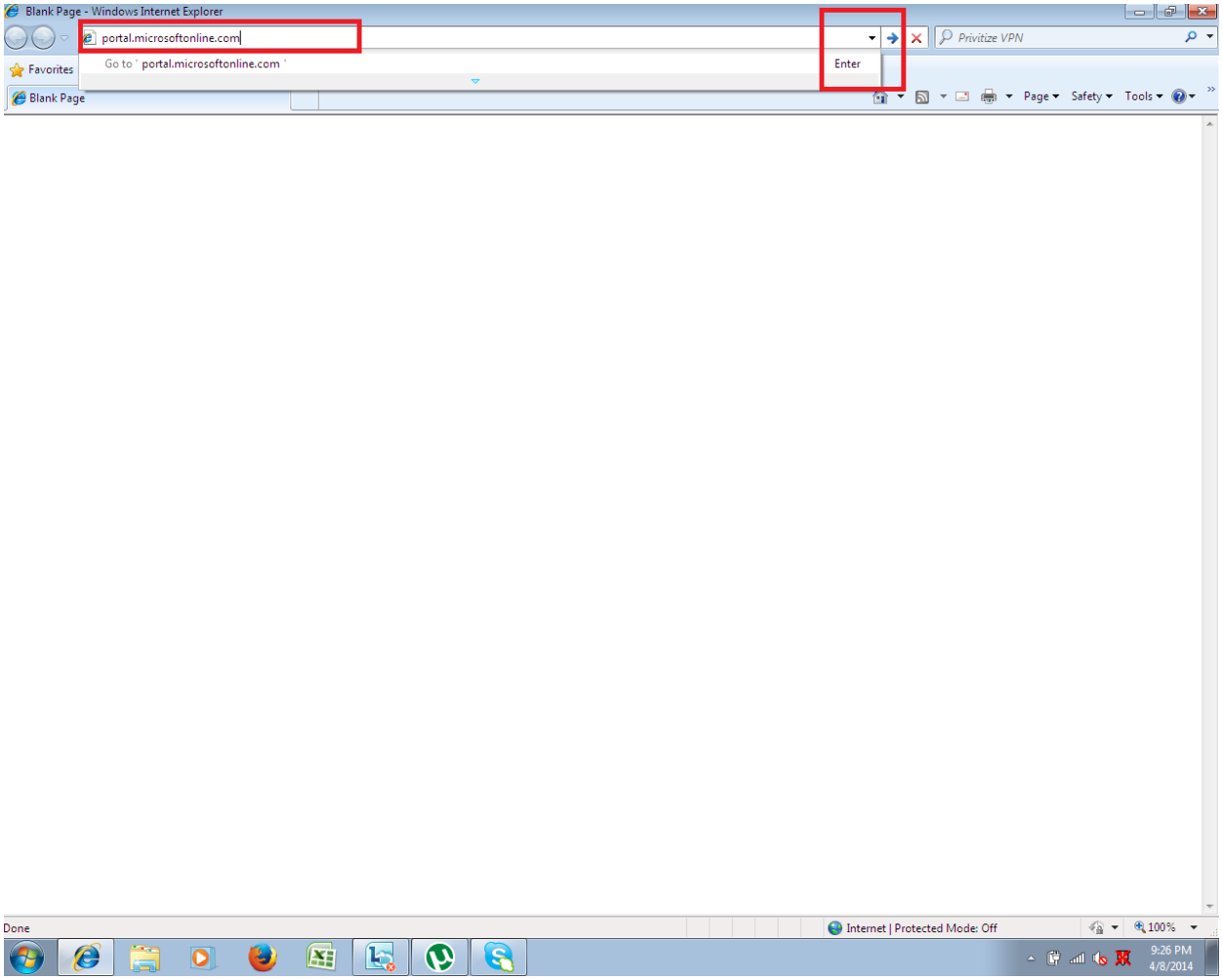
Login to Office 365 Account in Web Mail.

Pre-requisite to Login to Office 365 Web Mail.

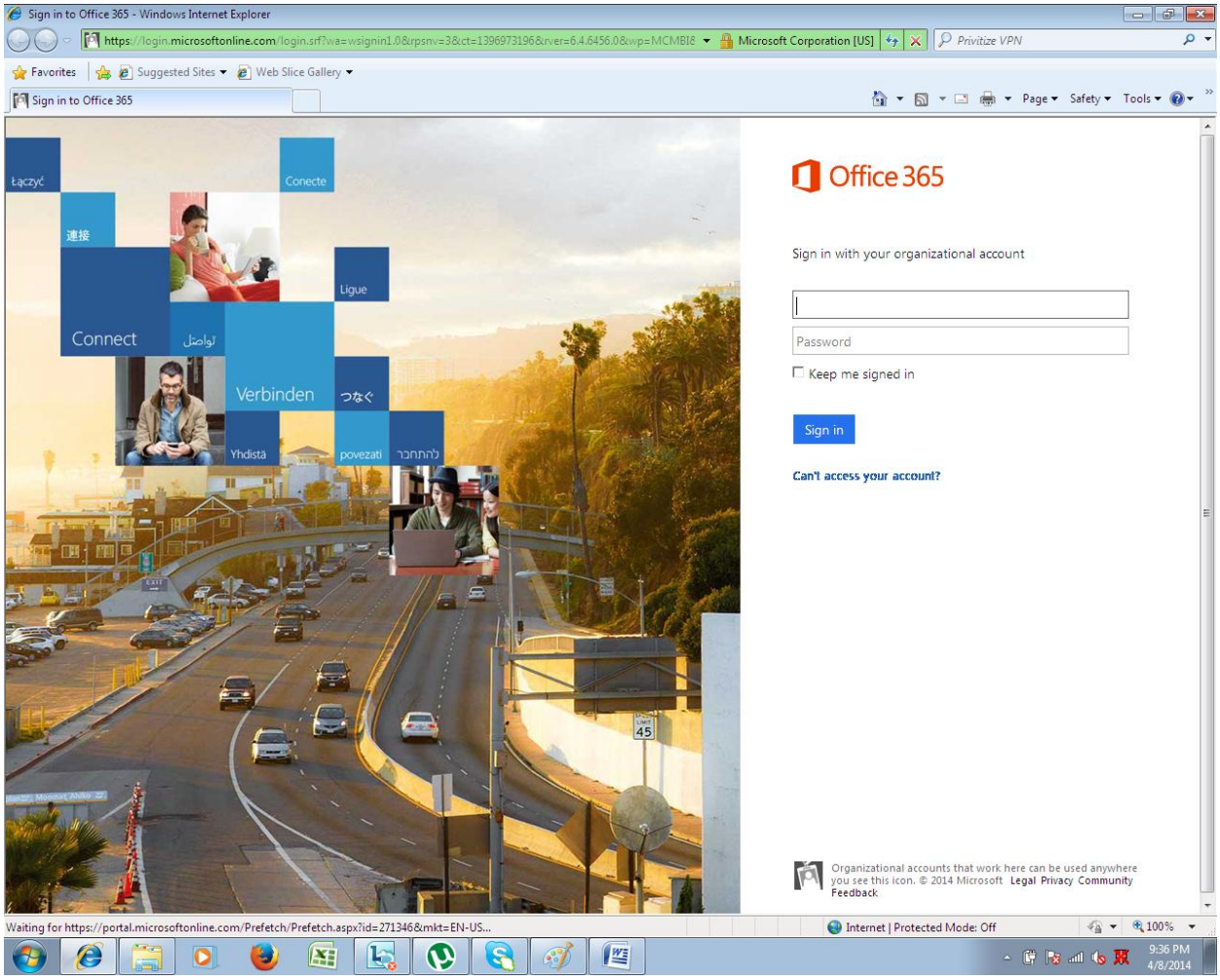
1. Valid Email ID
2. Temporary Password.

Note:- Contact your administrator for the email ID and password if you have not received.

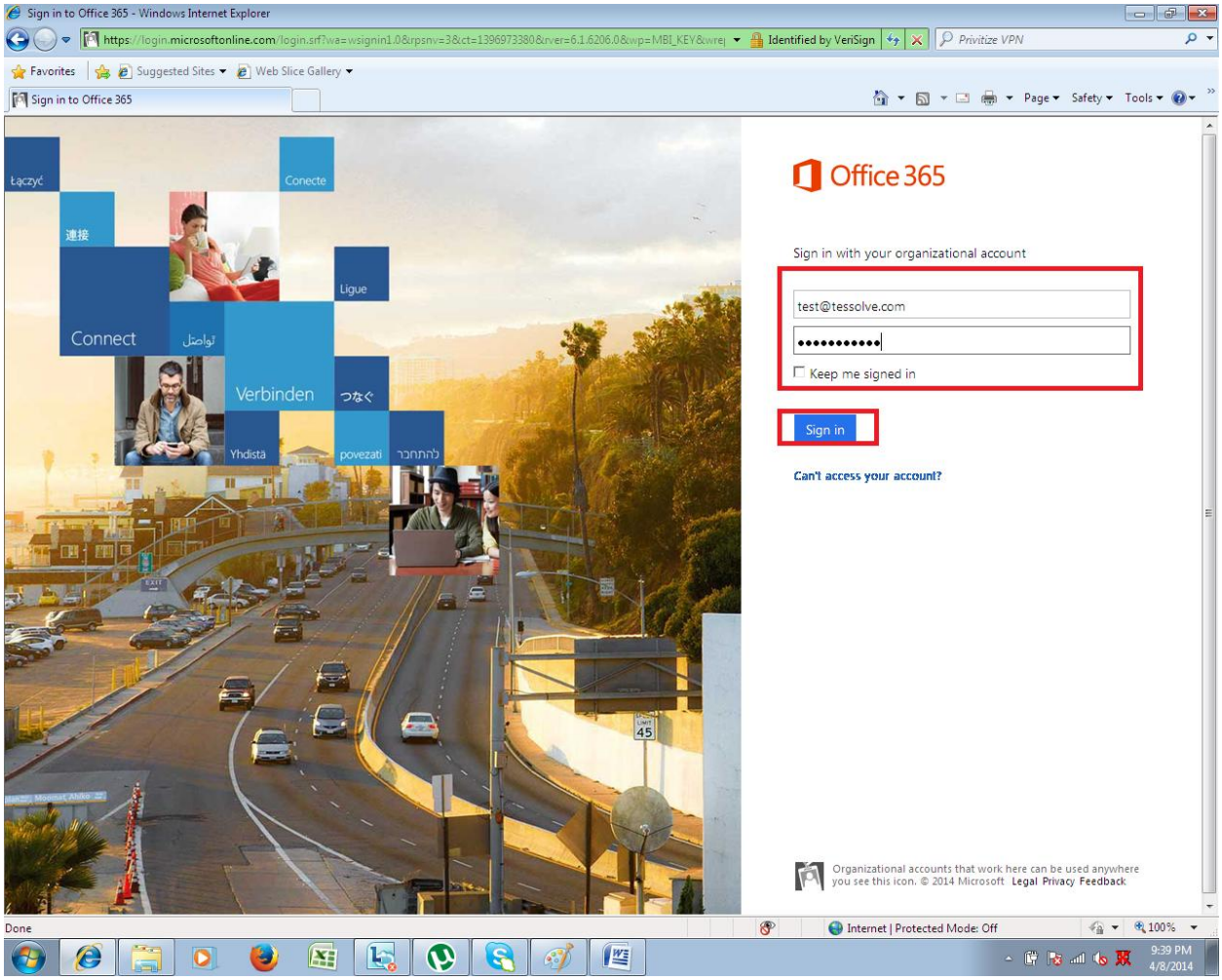
1. Type or copy URL www.portal.microsoftonline.com in any web browser and press enter.



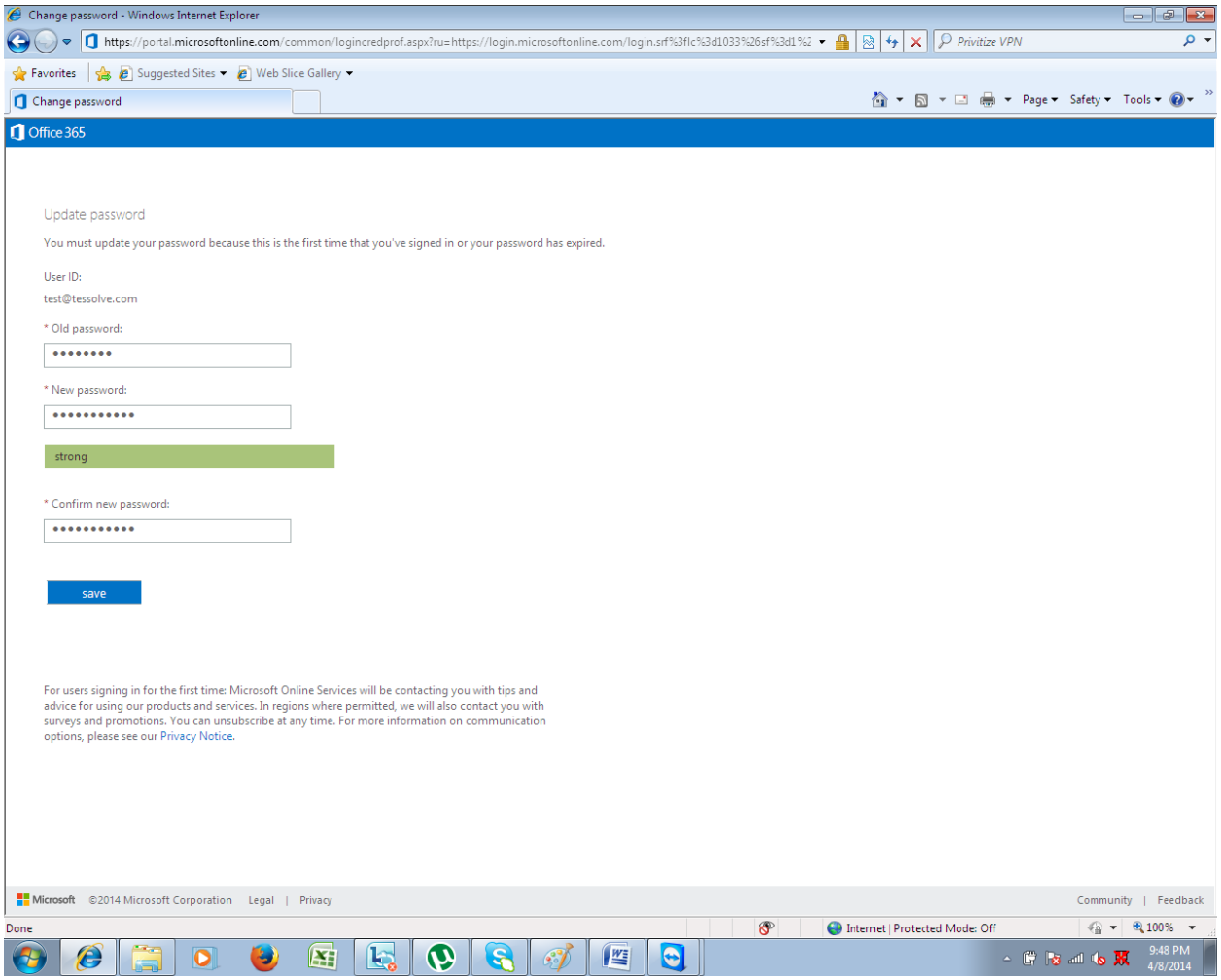
2. Below screen appears as shown,



3. Type your username/email ID and Temporary Password, Click sign-in.

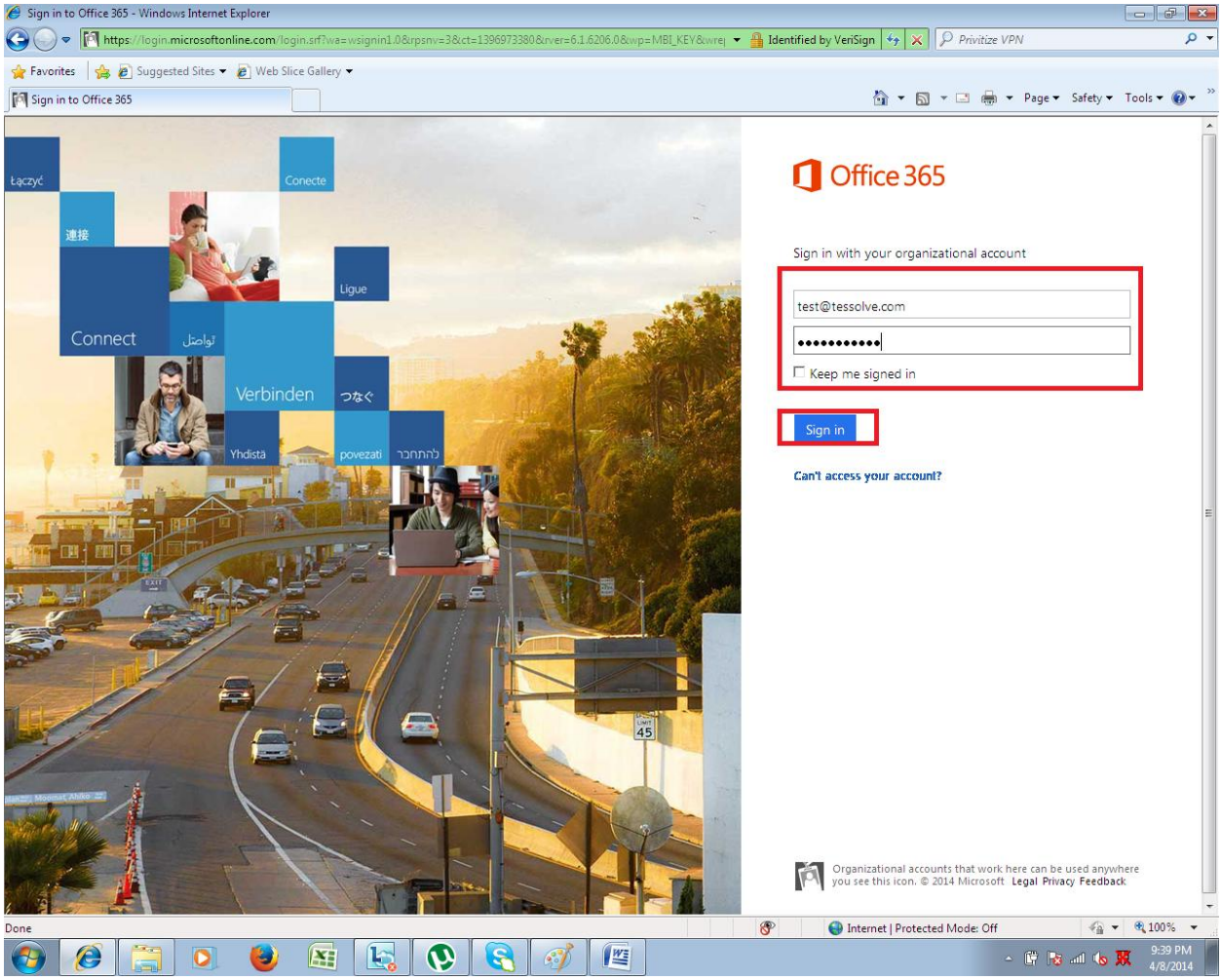


4. Once you have logged-in the below screen appears, which force fully asks to change the password.

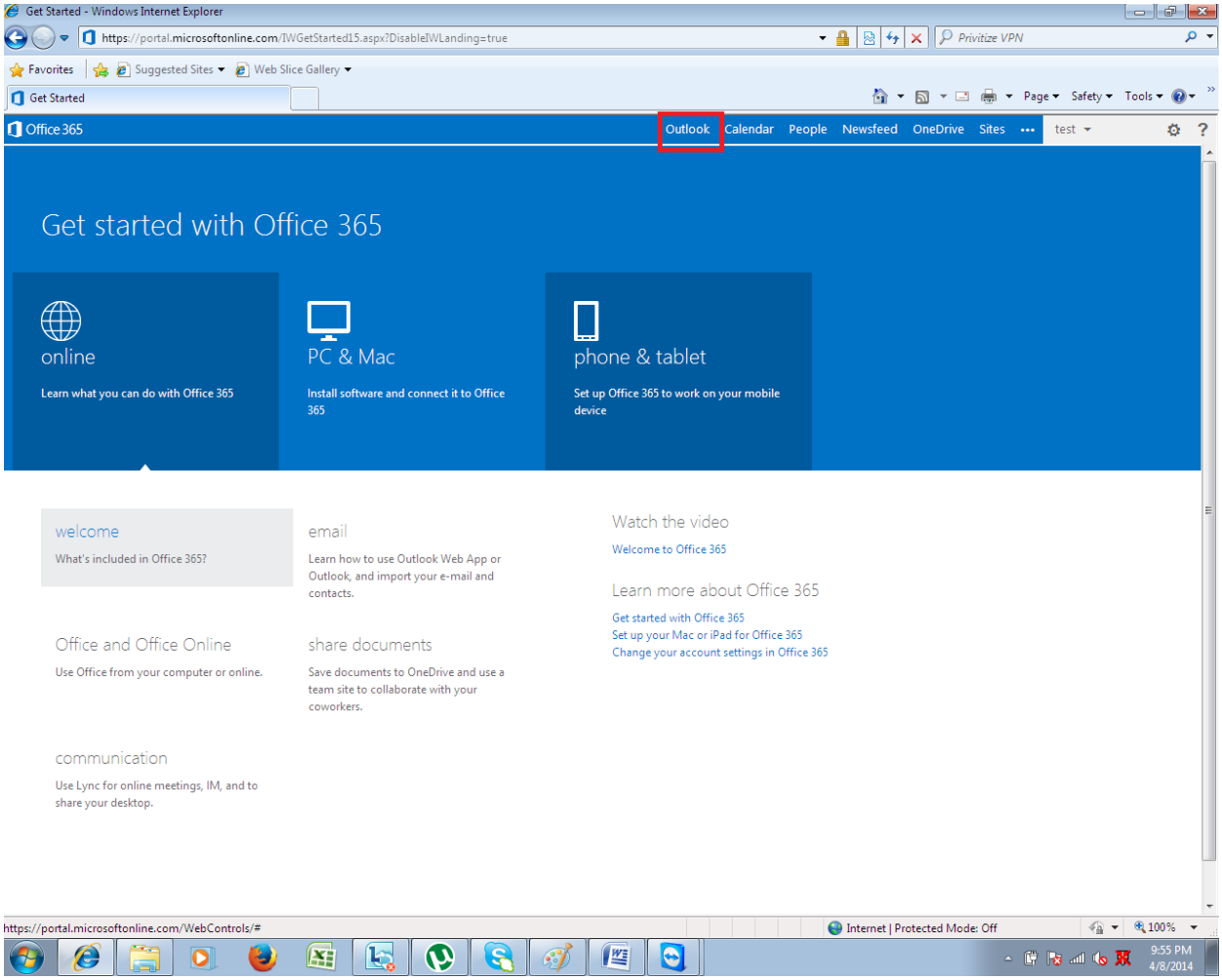


Enter your Temporary Password and New Password which you want, as shown above. Click on Save button. Once you click on Save button it will logout and takes you to the log-in screen again as shown in next step.

5. Log-in screen appears as below. Enter your New Password and click on Sign in button.

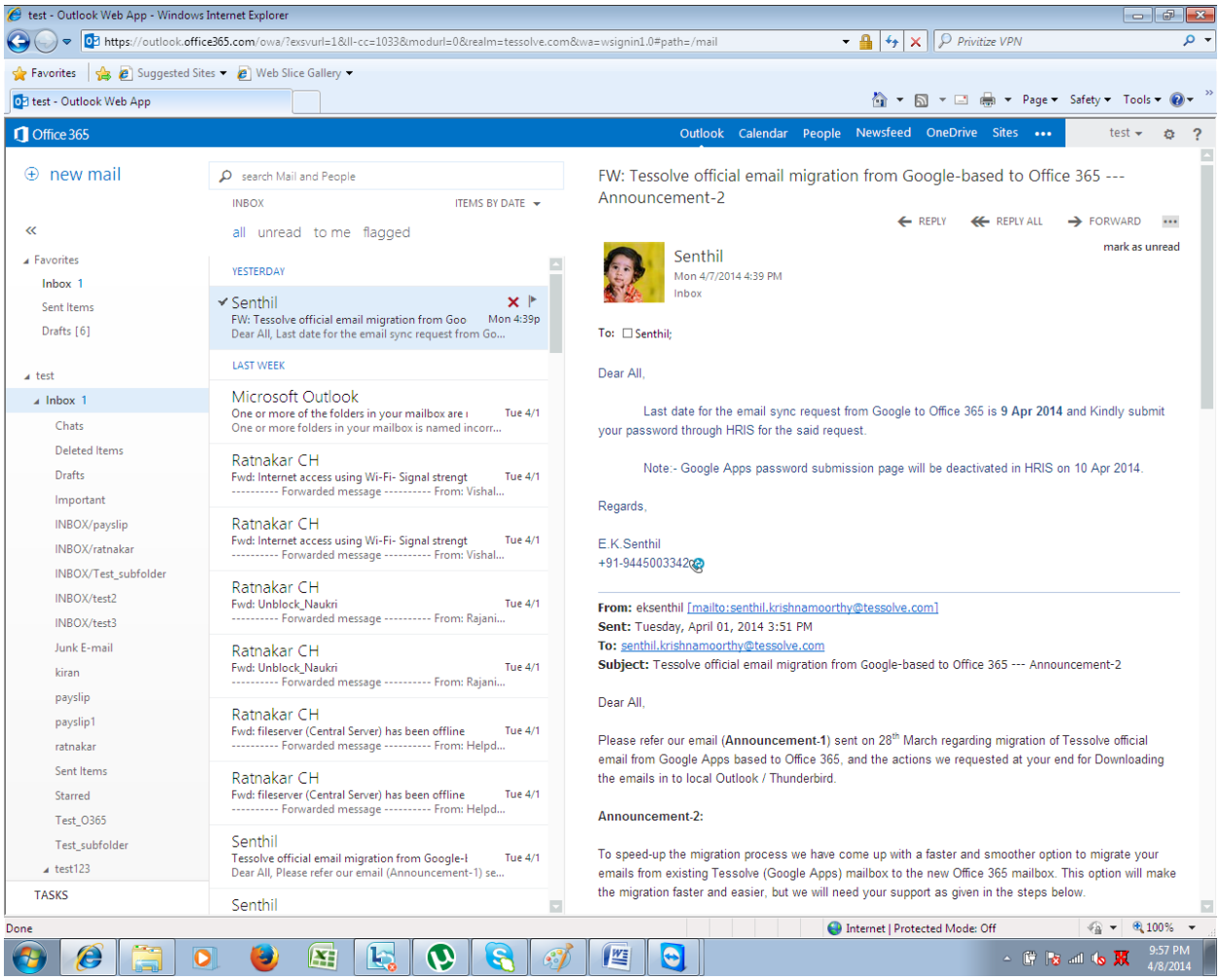


6. Once you have successfully logged in the below screen appears.



Click on Outlook.

7. Once you click on Outlook tab, the below screen appears

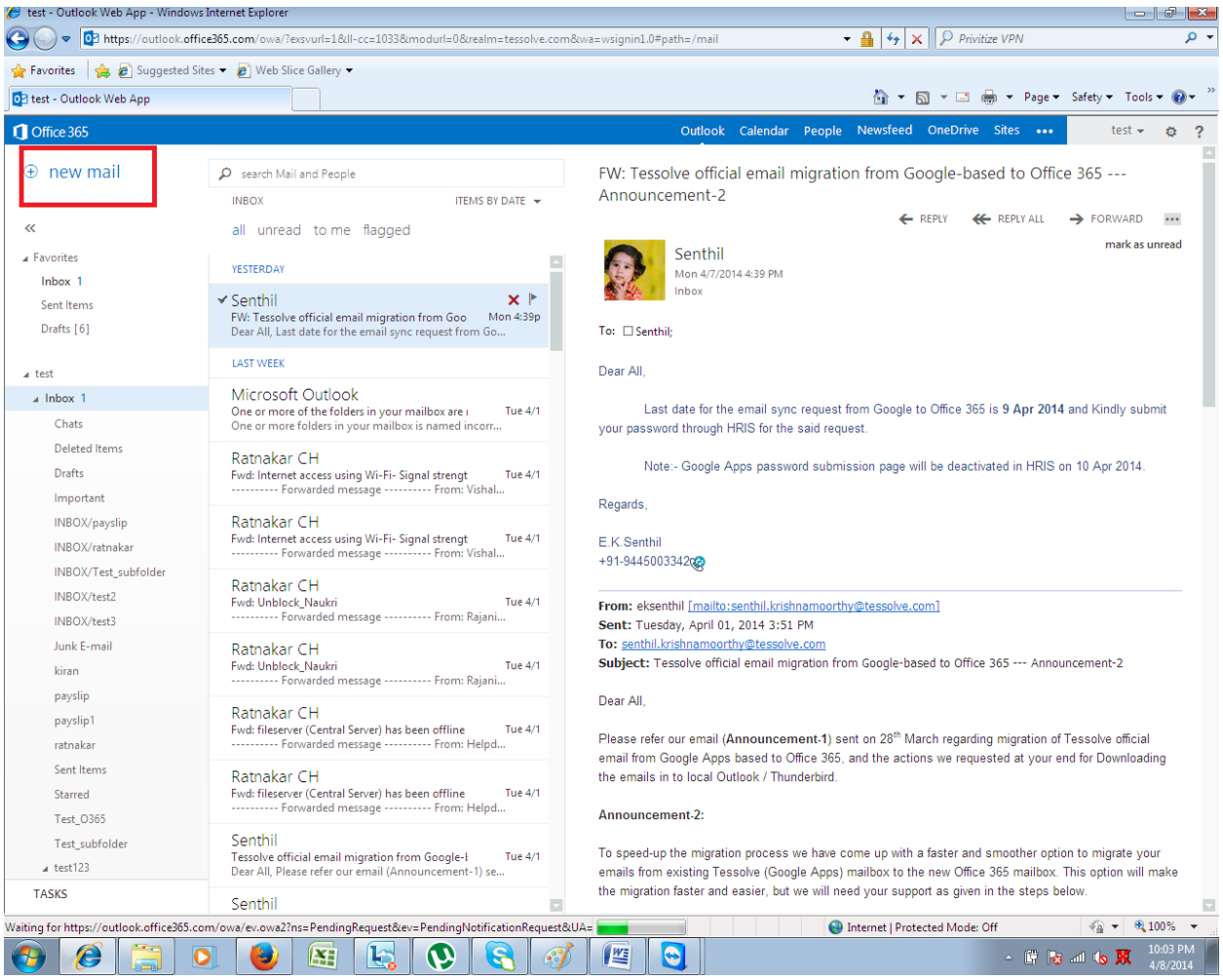


On the left hand side you can find your Inbox, Sent Items, Sub Folders etc…

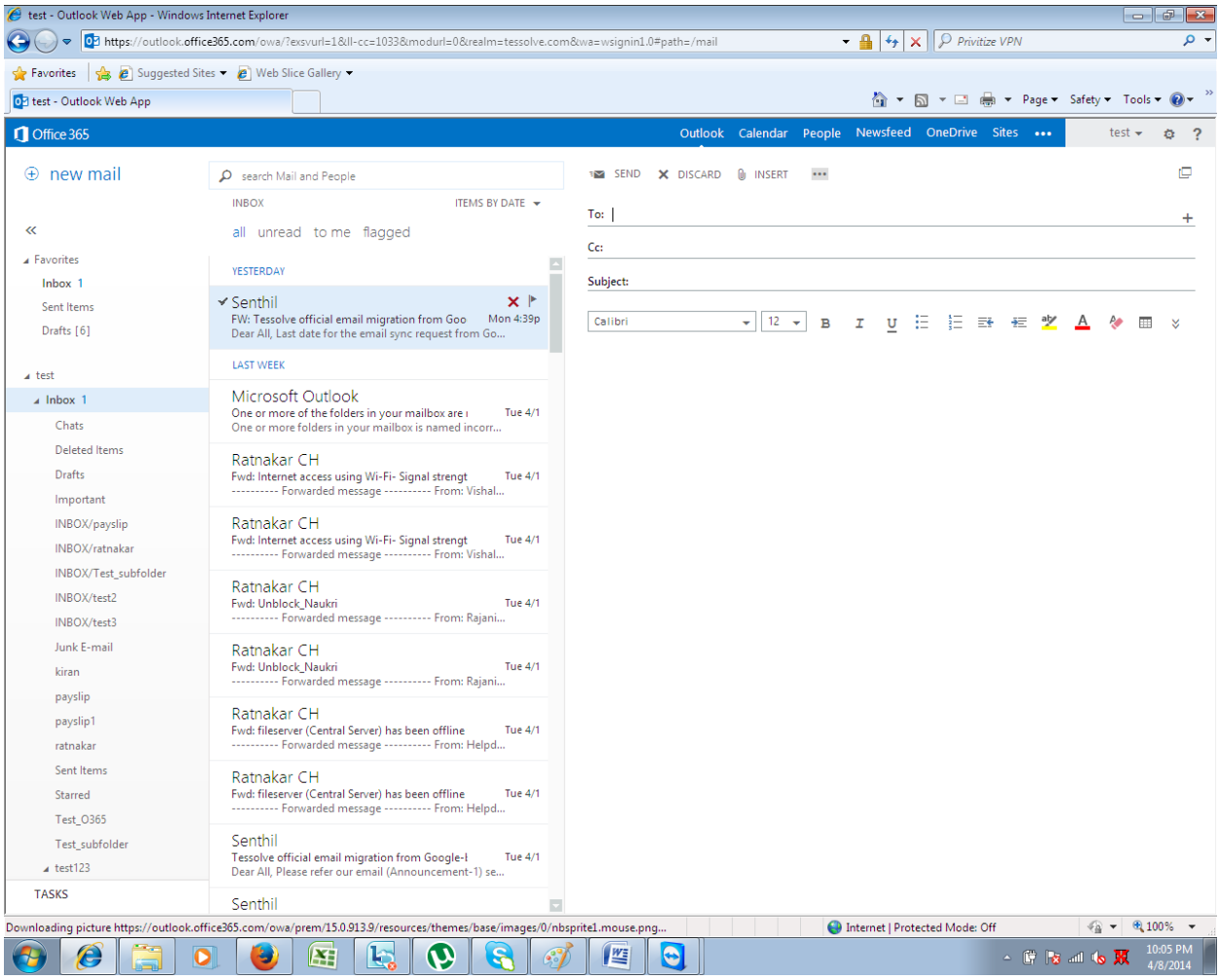
Compose New Mail & Adding Attachment in Office 365 Account.

You should have already logged in to Office 365 Account, if not, follow the steps mentioned in ***"Login to Office 365 Account in Web Mail"*** to login to your Office 365 Account.

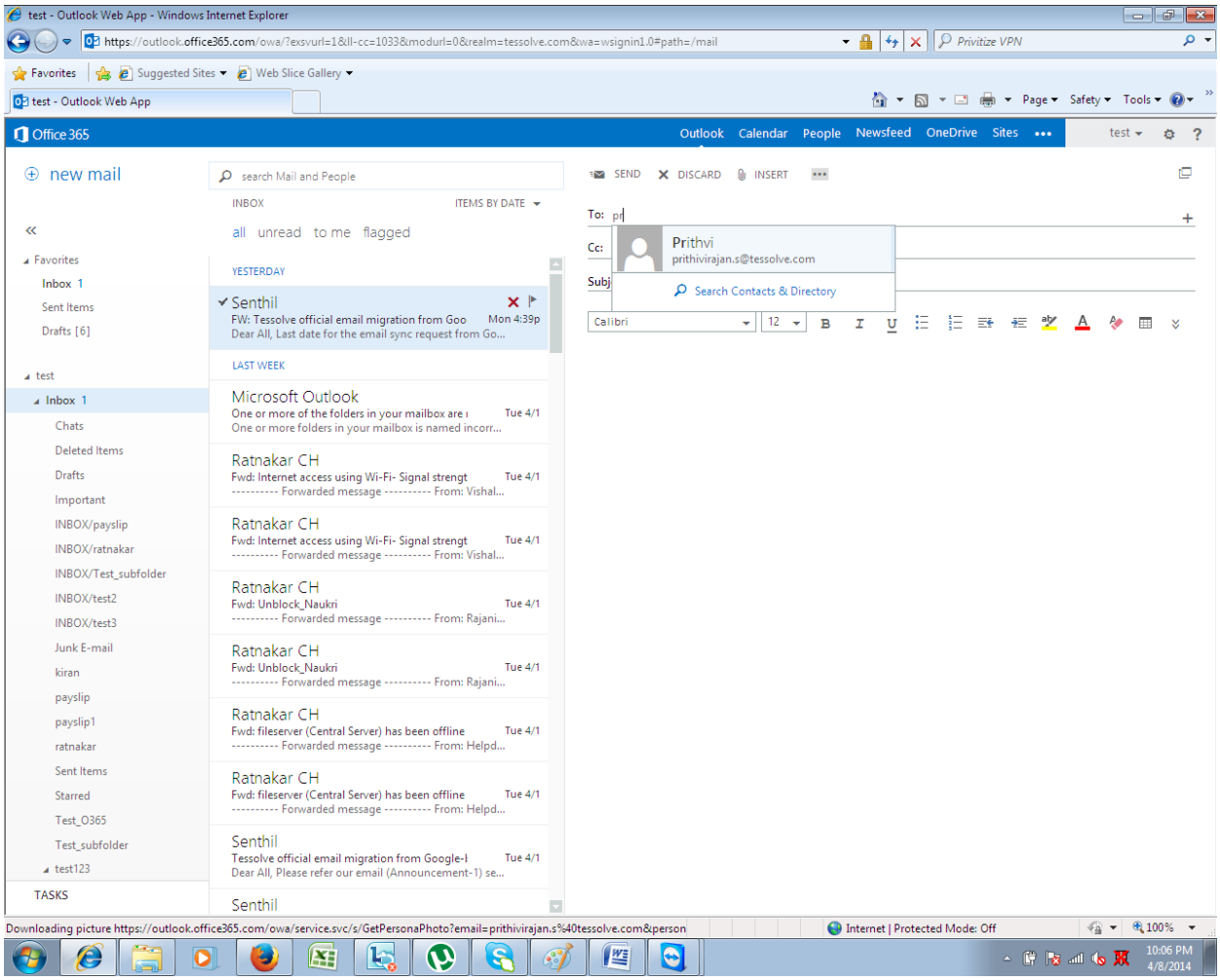
1. Click on New Mail on your left hand side in Office 365 Account as shown.



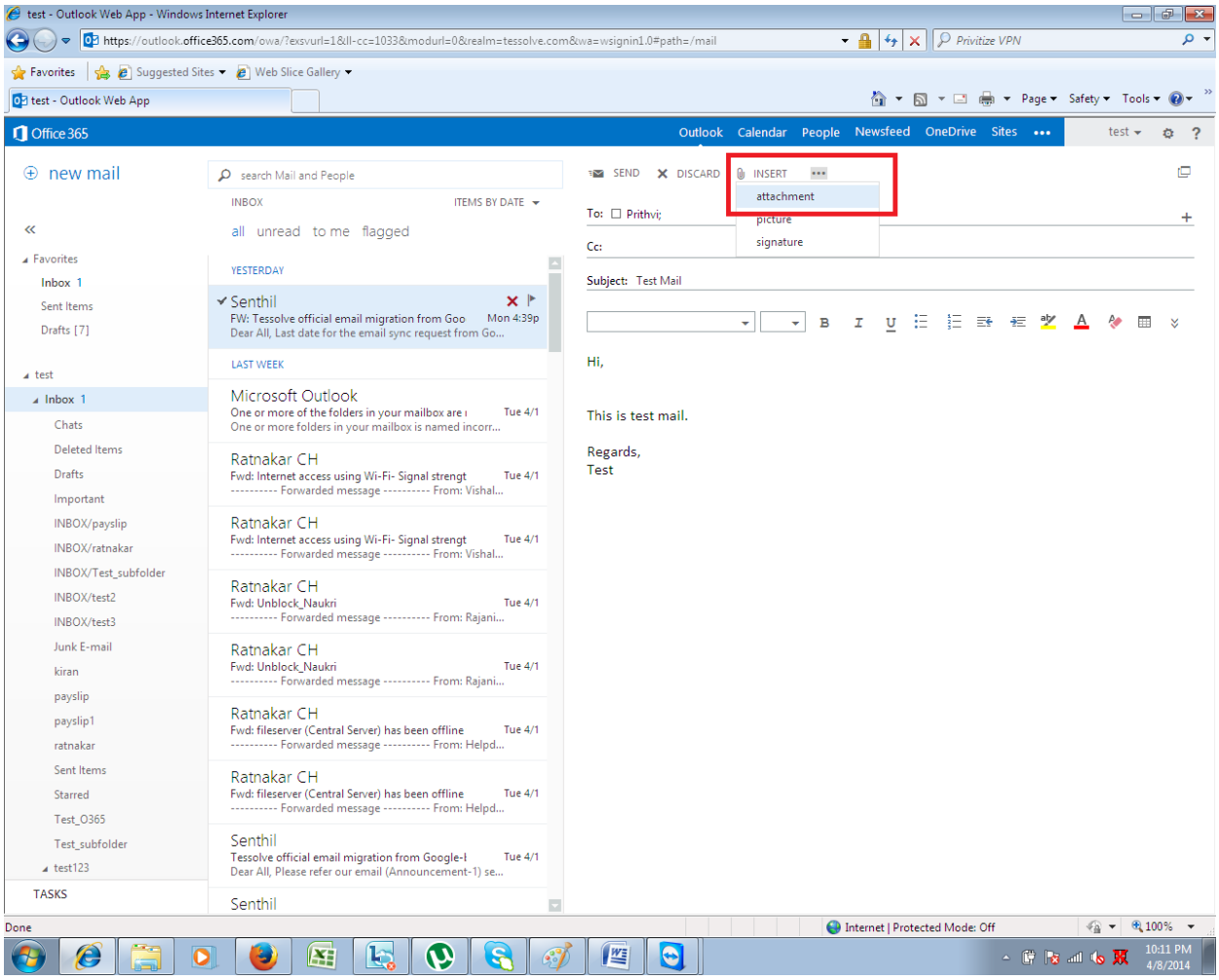
2. After Clicking on New Mail, check on your right hand side in the browser…

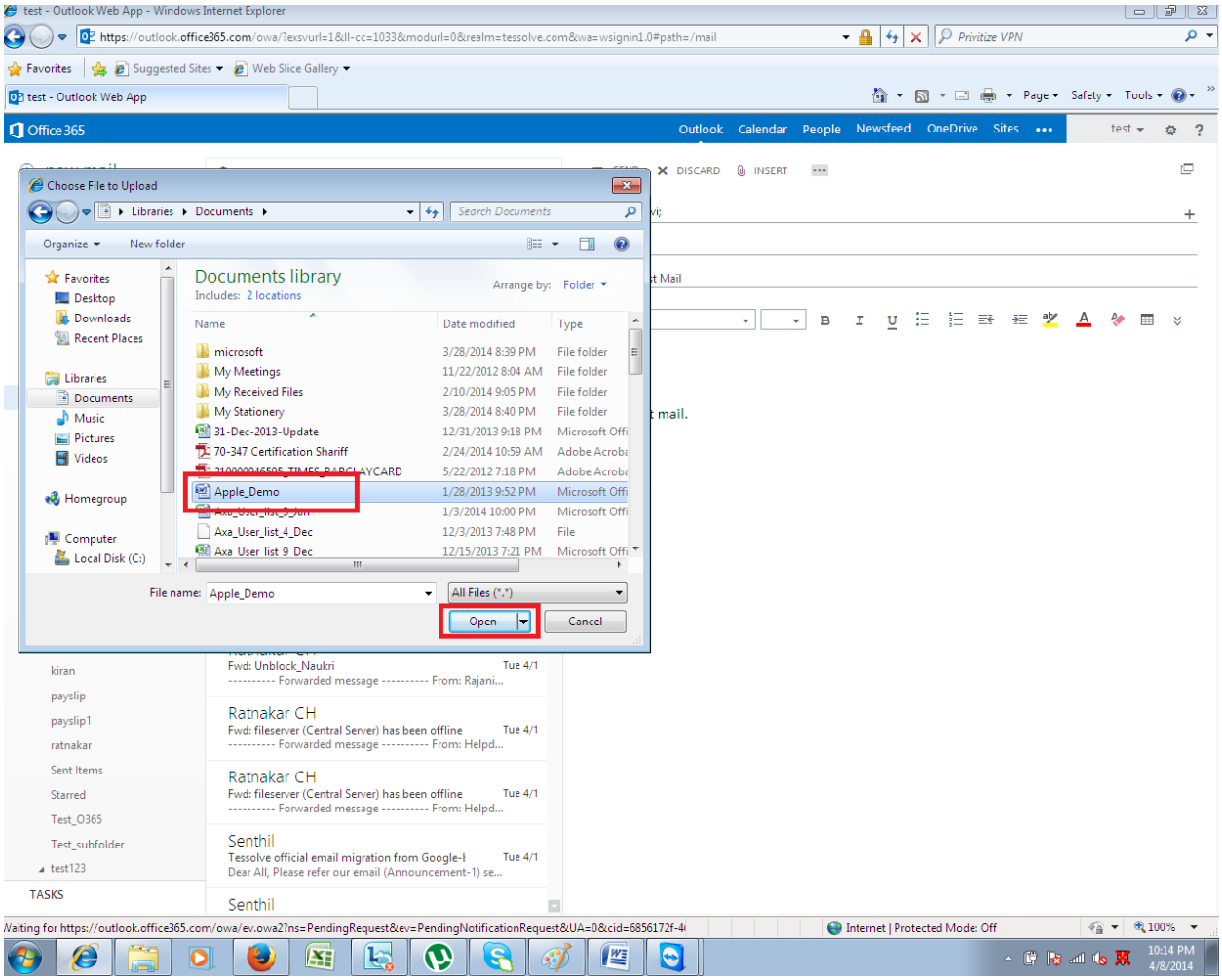


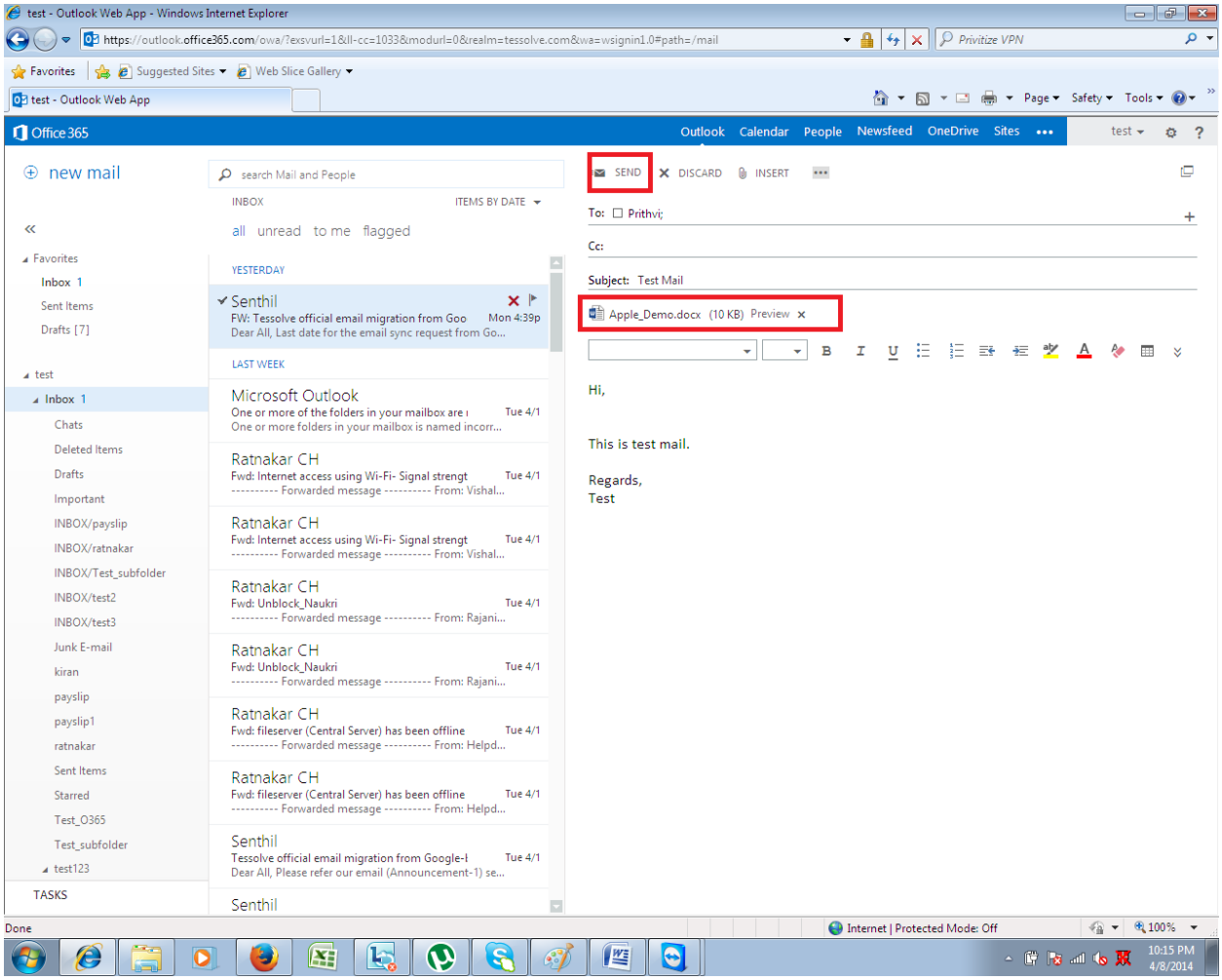
3. In To, mentioned the name of the recipient you want to send mail.



4. Compose the Mail and Click on INSERT button to attach an attachment if any, browse for the attachment to attach as shown.





Click on Open to attach a document.

5. Check the content and the attachment, click on Send button to send the mail.