

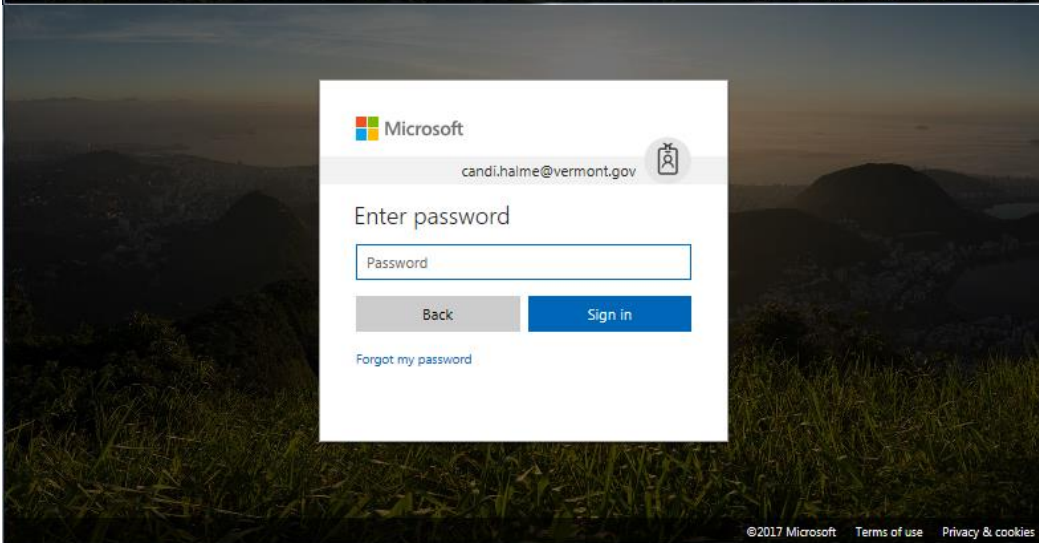
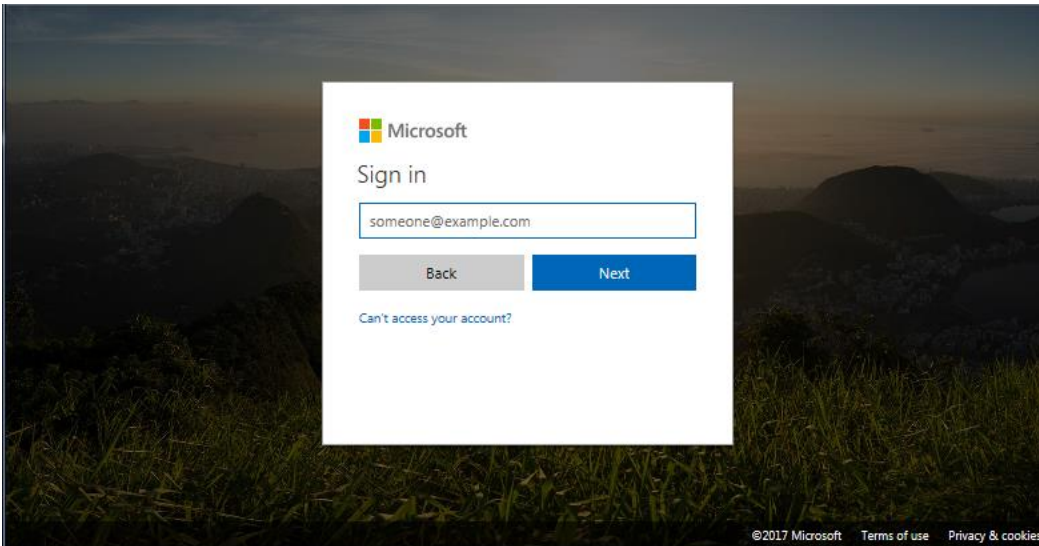
Login to Office 365 Online Portal

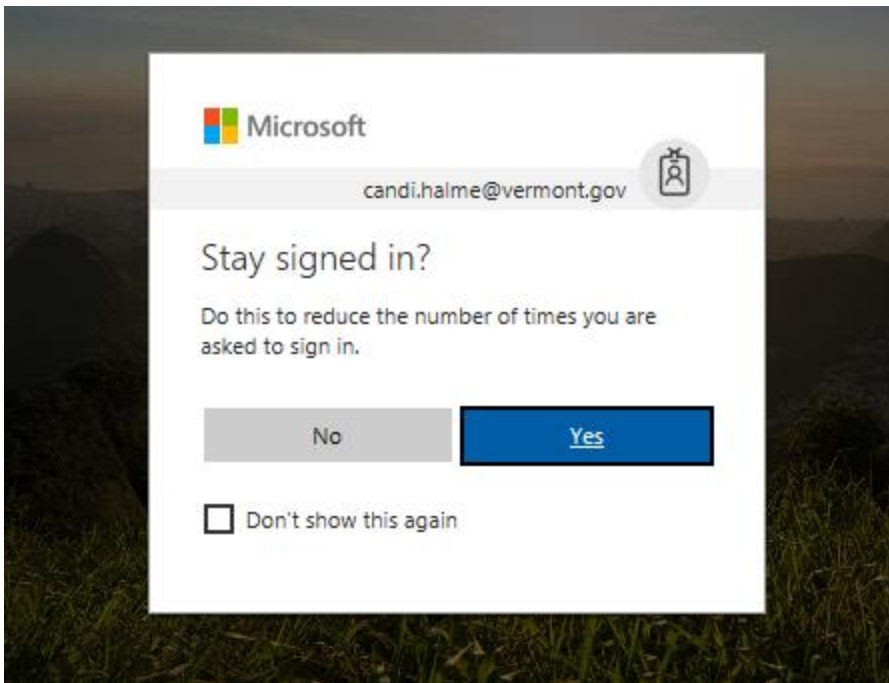
Office 365 Online Portal:

Login to Office 365 Online (this is the new Outlook Web Access portal page – **accessing your email from anywhere**):

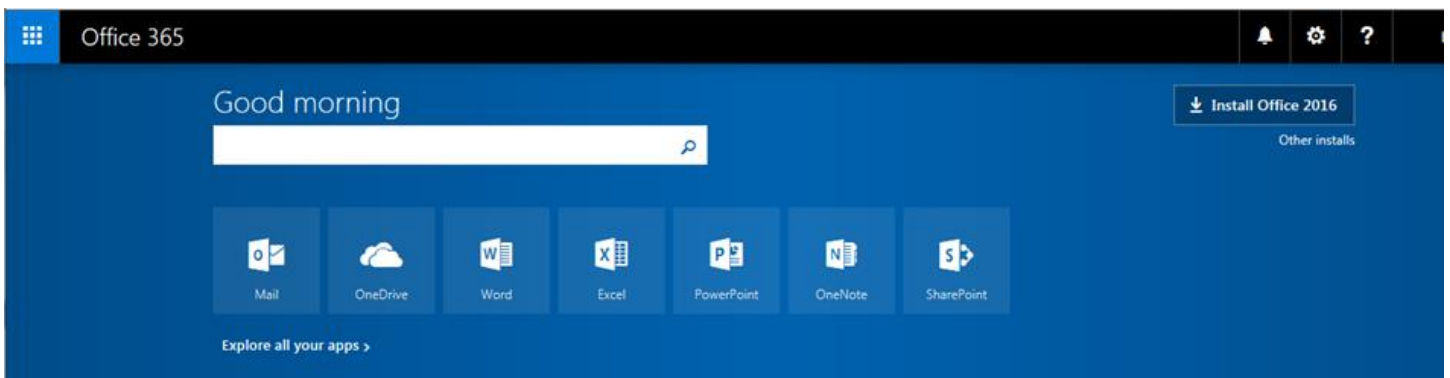
How to login:

- Online Portal Address: <https://portal.office.com>
- What is My Microsoft Outlook Office 365 Login: Your email address (ie: firstname.lastname@vermont.gov)
- Password: This is the same password as your login account
- **We recommend to NOT choose yes – Keep me signed in. **Never choose yes when you are using a public or shared computer.****





Once you login, you will be presented with the Microsoft applications. To open Email, click on the Mail icon.



Getting started in Outlook Web App:

<https://support.office.com/en-us/article/Getting-started-in-Outlook-Web-App-0062c7be-f8e3-486e-8b14-5c1f793ceefd>

More Office 365 training information located here: <http://dii.vermont.gov/support/ms365>