

Microsoft 365 Guideline.

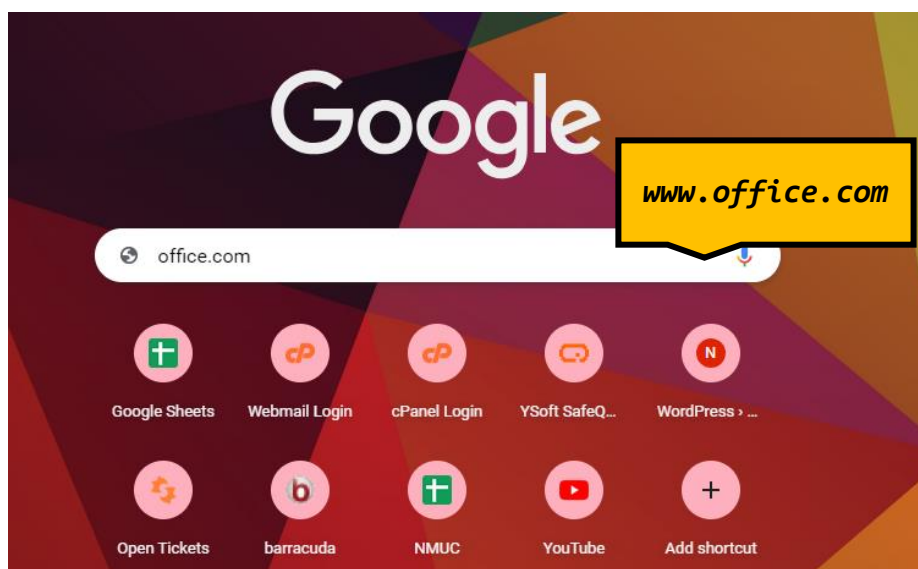
1. How to login to a Microsoft 365 account.

a. Open a Web Browser

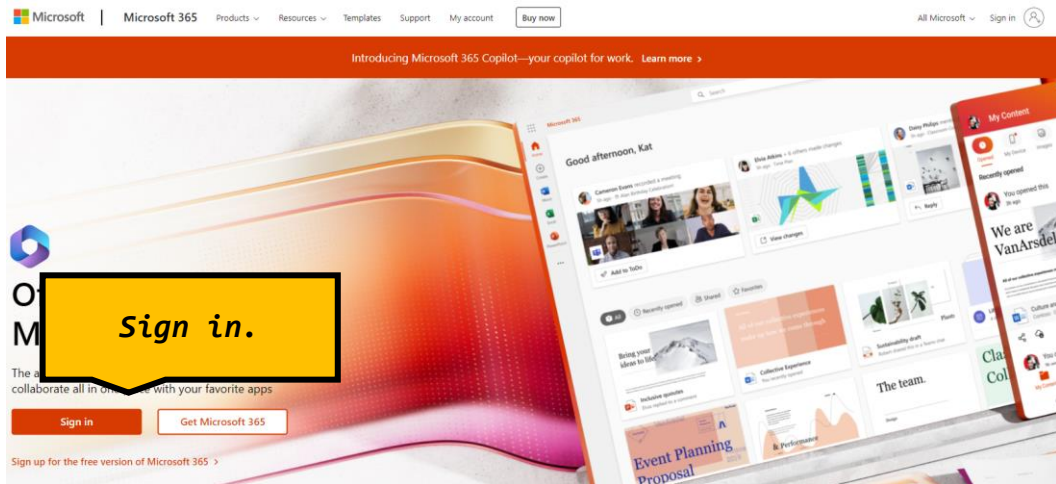
Open your preferred web browser on your computer or mobile device. You can use popular browsers like Google Chrome, Mozilla Firefox, or Microsoft Edge.

b. Visit the Microsoft 365 Login Page.

In the address bar of your web browser, type in "***www.office.com***" and press Enter. This will take you to the Microsoft 365 login page.

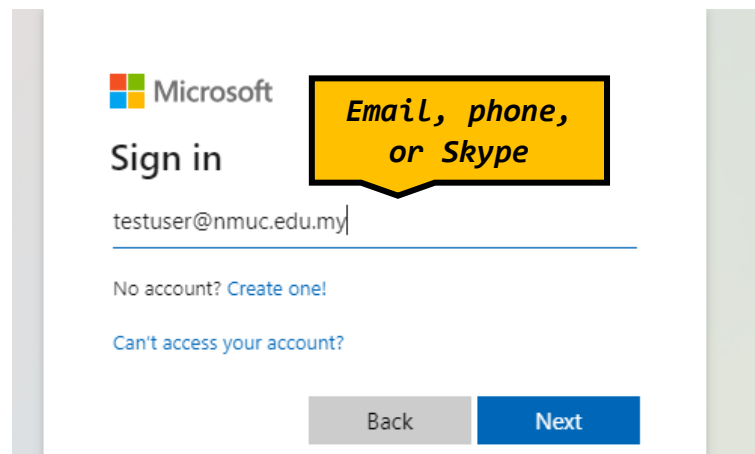


c. Click Sign in and this will take you to the Microsoft 365 login page.



d. Enter Your Email or Phone Number.

On the Microsoft 365 login page, you will see a text box labelled "**Email, phone, or Skype**". Enter the email address or phone number associated with your Microsoft 365 account. Make sure to enter the correct information.

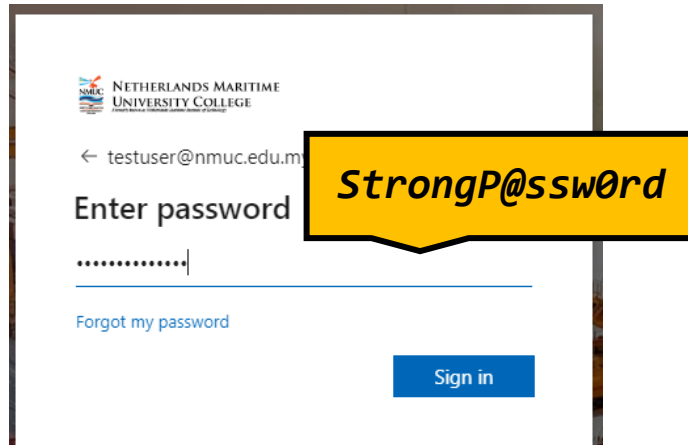


e. Click on "Next".

After entering your email or phone number, click on the "**Next**" button located below the text box. This will take you to the next step in the login process.

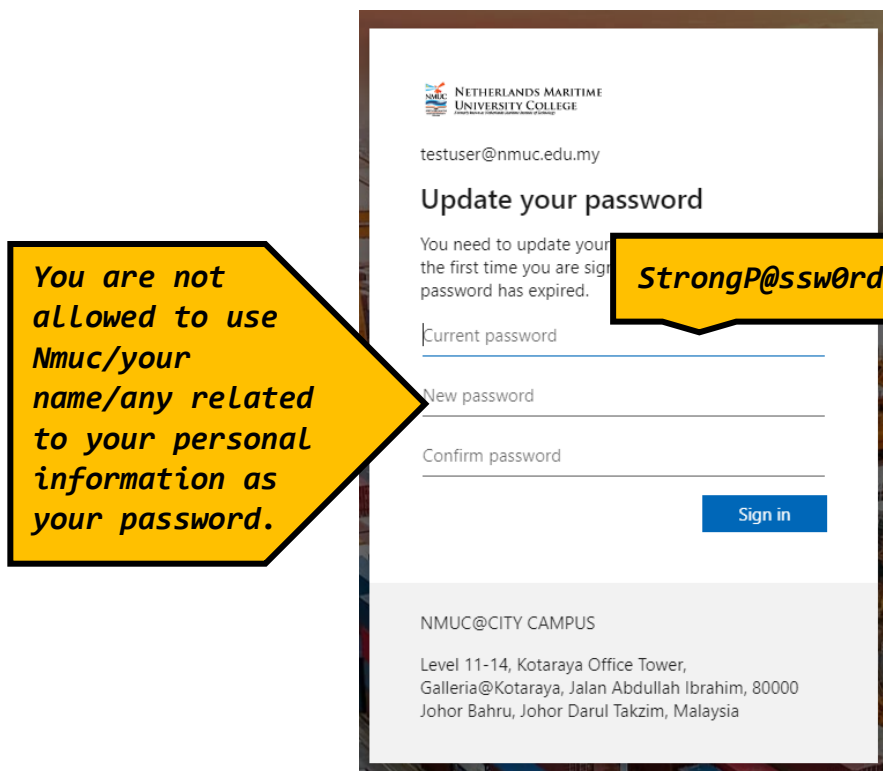
f. Enter Your Password.

On the next page, you will be prompted to enter your password. Type in the default password: "**StrongP@sswOrd**". Be careful to enter the correct password as it is case-sensitive.



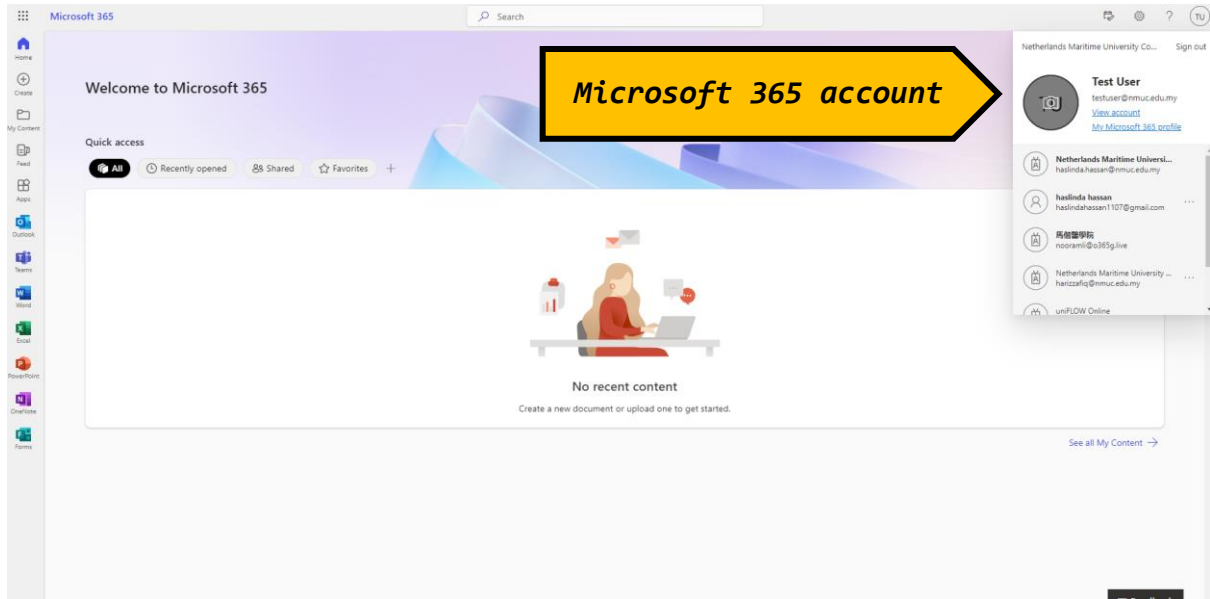
g. Click on "Sign in".

Once you have entered the password, click on the **"Sign in"** button, you will be prompted to update your password from the default password to the new password for the first-time signing in.



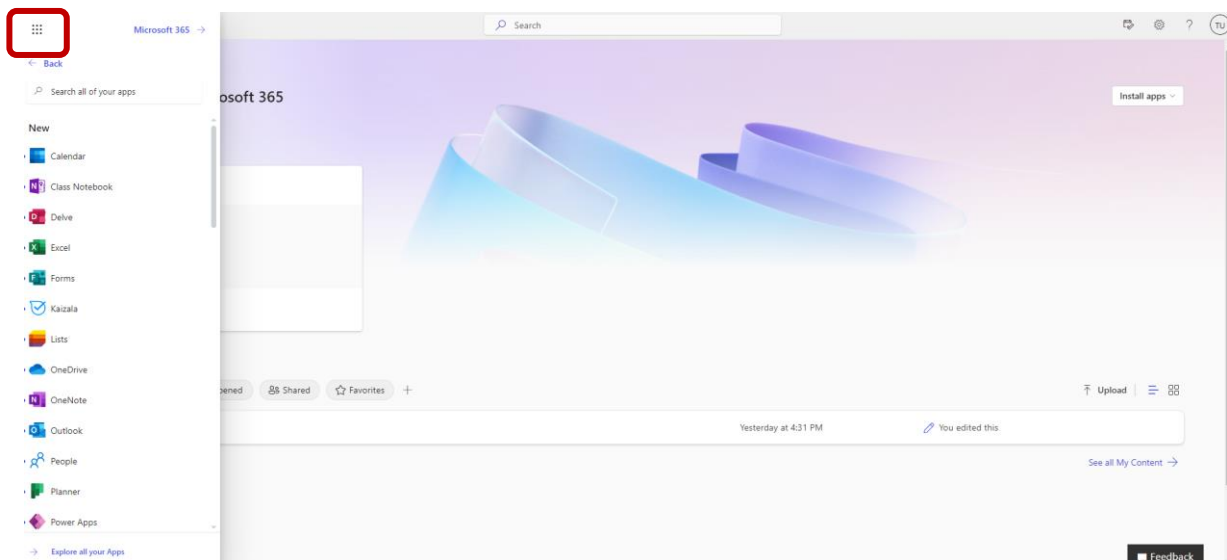
h. Access Your Microsoft 365 Account.

If you have entered the correct requirement password, click **"Sign in"** and you will be logged in to your Microsoft 365 account. You will be directed to the main portal, where you can access various Microsoft 365 services such as Outlook, Word, Excel, PowerPoint, and more.



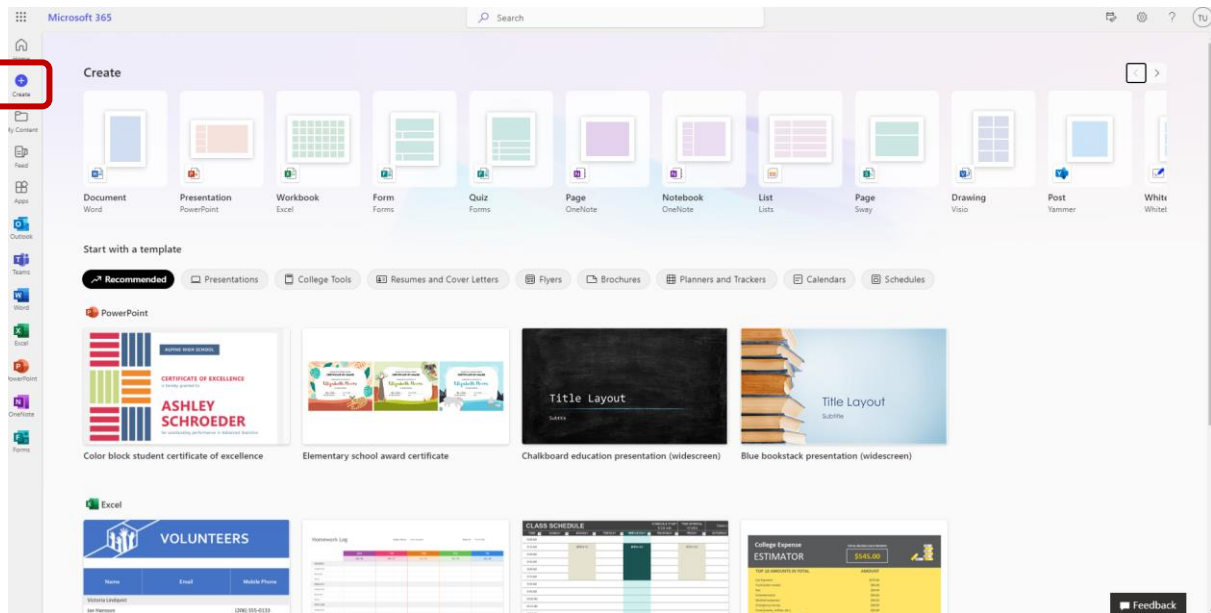
i. Find more apps.

Expand the App Launcher to see all of Microsoft 365 apps.



j. Create here, open anywhere.

Safely store files in the cloud with OneDrive, then open them anywhere with Microsoft 365.



k. Manage and upload the Content.

Intuitively organize, access, and edit files on the “**My Content Page**”. Select the upload button to upload files, content and more to OneDrive.

