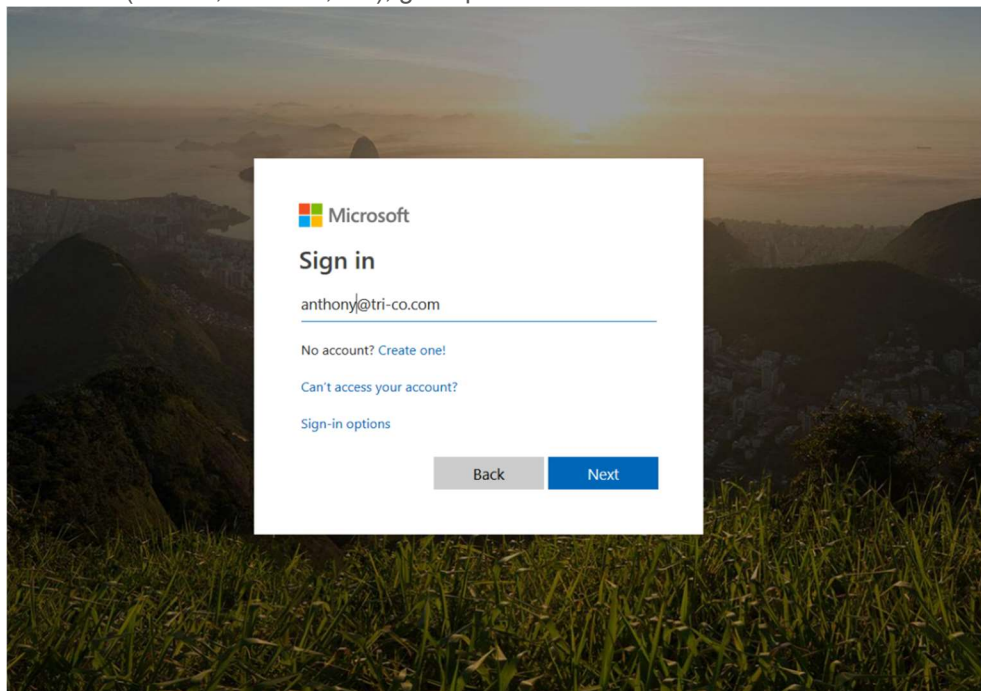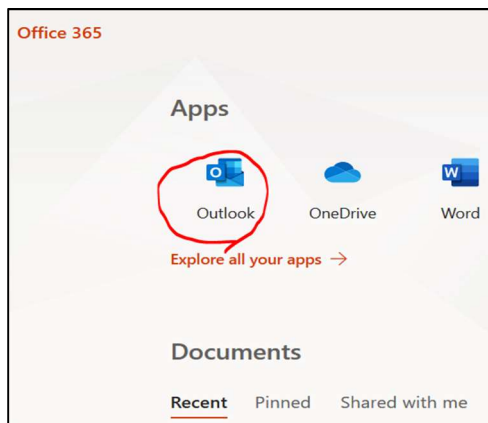secure | smart | office

**Office 365 Setup from Browser**
- In a browser (Firefox, Chrome, etc), go to portal.office.com
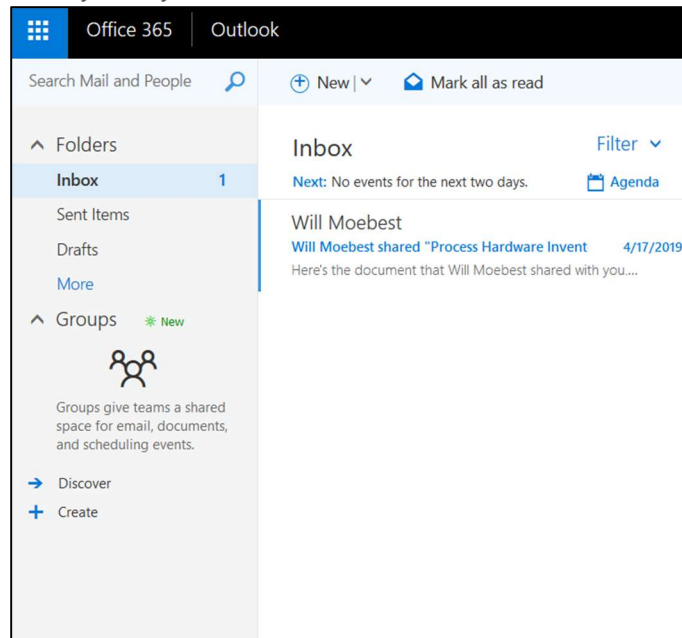


- Enter your email address as your username, and your temporary password
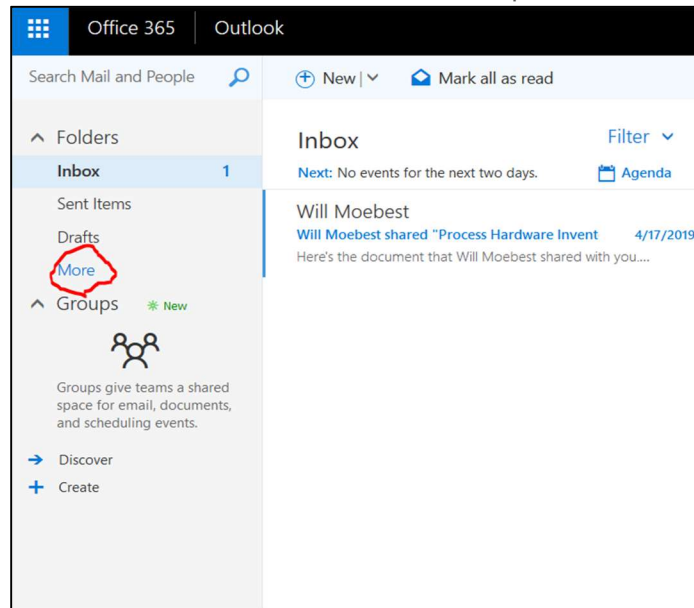  - Since this is a temporary password, and you will be prompted to change it when you first log in



- From the above screen, select the Outlook option

o This will take you to your mailbox



- If you have custom folders, select More, then click the dropdown arrow for Inbox

- The Inbox will expand as follows: