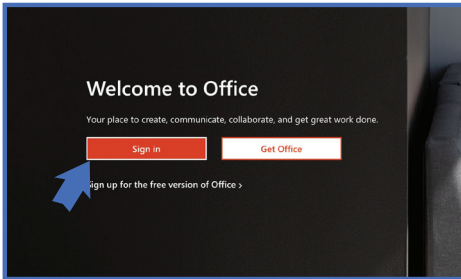


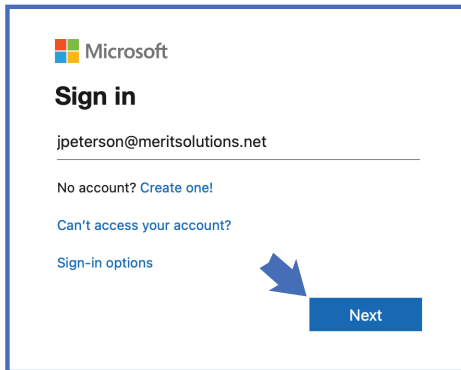
# How to check O365 through the portal



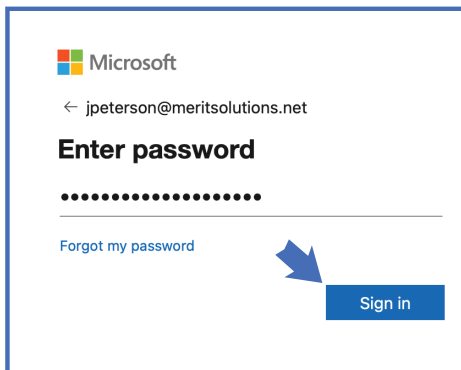
The MERIT Quick Guides are a series of step-by-step instructions to help you harness the power of technology.



**1** In your web browser, head to [www.office.com](http://www.office.com) and choose **SIGN IN**.



**2** Enter your email address in the provided field, then click **NEXT**.



**3** Enter your password in the provided field, then click **SIGN IN**.

## About MERIT 2.0

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or call 757-420-5150

[www.meritsolutions.net](http://www.meritsolutions.net)

**MARKETING:**  
marketing@meritsolutions.net  
or call 757-420-5150 x7007

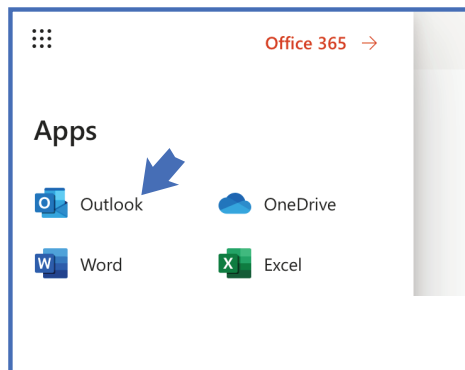


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4

Choose whether or not you want to keep your O365 account signed into this web browser. Click **YES** to stay signed in, click **NO** to automatically sign out when you end your session. Check the box if you want to avoid this pop-up in the future.



5

Click the App Launcher in the top-left corner of the screen, then choose **OUTLOOK**.

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