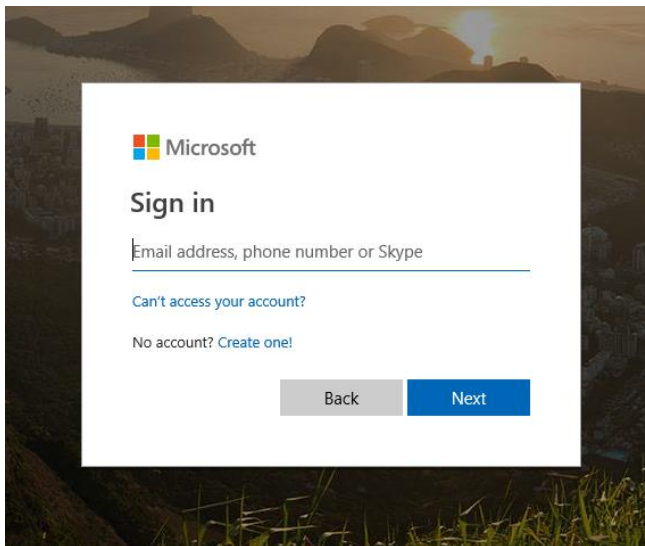


How to Access Office 365 internally

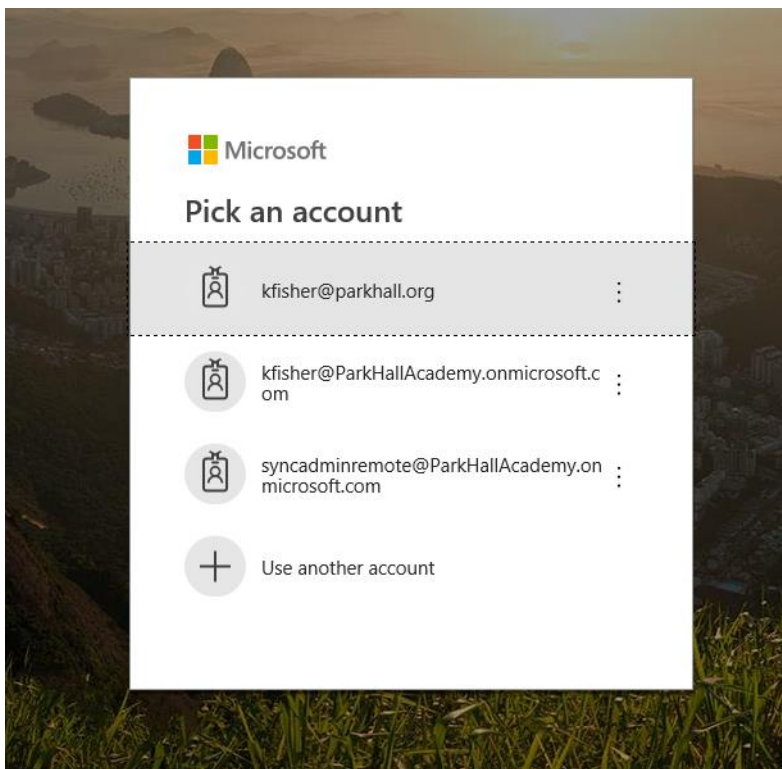
Go to <https://login.microsoftonline.com> or go to the academy website go to staff area and click the office 365 link

You should see one of the following pages

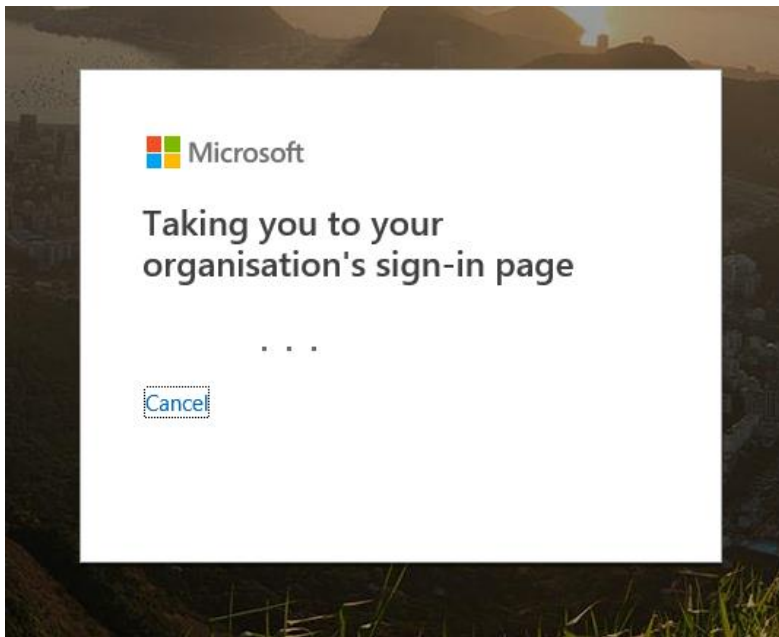
If you have not logged on before



If you have, select your username



If you are onsite, you will see the following screen come up



After no more than 10 seconds you will be taken to the office 365 dashboard

