

How to login Office 365 webmail

Date: July 2017. Documented by Stephen

Open the Internet Explorer or any browser at your preferences, go to <https://login.microsoftonline.com>

Enter your email: xxxxx@yourdomain.com (Full email address)

Enter your password: xx xxx xx (Your secret password)

Click the "Sign in" button to log in your webmail



Work or school, or personal Microsoft account

Keep me signed in

Sign in

Back

[Can't access your account?](#)

In Office 365 home page, click the Mail to access your webmail

A screenshot of the Office 365 home page. The 'Apps' section is visible, showing various application icons: Mail (highlighted with a red box), OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Yammer, Dynamics 365, and Flow. There is also a link to 'Explore all your apps' and an 'Install Office apps' button.

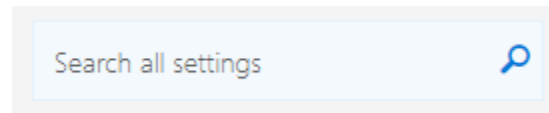
How to change Office 365 email password


Click the "Gear" icon and click the "Password" to change your password

Password

Change your password.

If there is no Password, go to top there is a search bar. Type in Password then it will display a password bar for you



Search all settings 

Click Password then it will bring to another page for you to key in your old password and change to your new password. Once you finish entering your new password, click Submit button

change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

@entrustnetwork.com

Old password

Create new password

Password strength

Confirm new password

submit

cancel