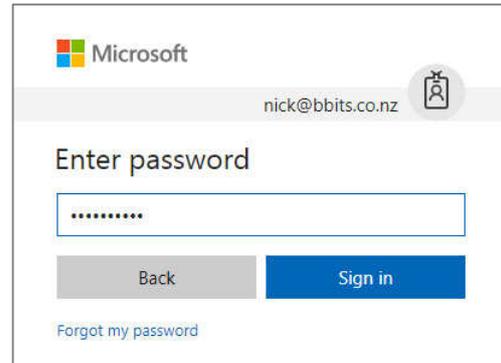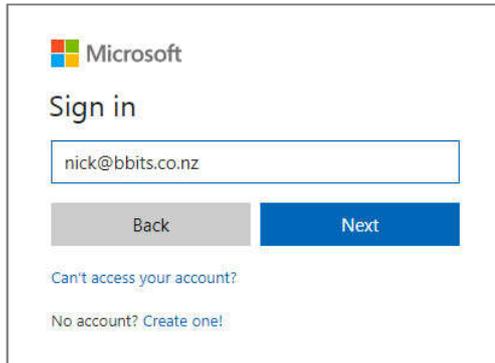# Office 365 Portal

1. Logon to Office 365 Portal

- Type **portal.office.com** into the address bar of an Internet Browser e.g., Chrome.
- Enter your office 365 email into the **Sign in** box and click **Next**, then enter your password and sign in.

2. The Office 365 Portal

Once logged in, the Office 365 portal homepage will display. This page is a central location where you can access your online applications and edit details about your account such as changing your password.
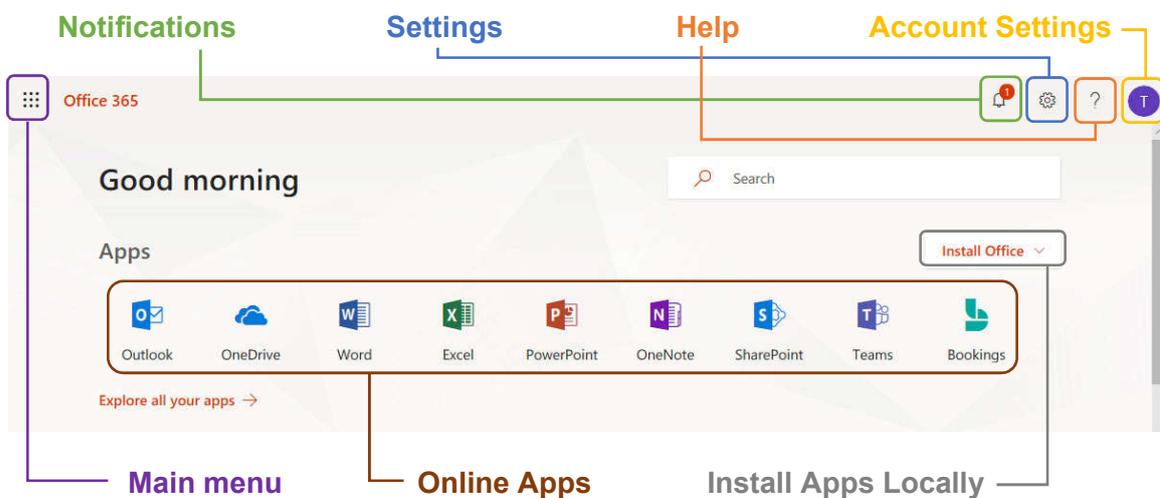
3. Notifications

Notifications are turned off by default, but if you turn them on, they can list New Mail and Reminders. This can be set in the **Settings** sections.

4. Settings

- **Themes**, change the colours and background of your office experience.

- **Start page**, this sets the application that displays after you login to the Office 365 portal. By default, the Office portal main page is displayed, but you could go straight to Outlook for example.

- **Language and time zone**, sets the default language and time zone for your applications.

- **Notifications**, choose what notifications to be displayed in the notification icon.

- **Password**, change your password.

- **Contact preferences**, change contact preferences for password recovery.
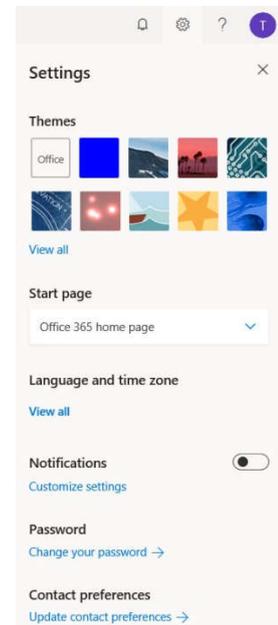
5. Help

Clicking on the help button, lets you search for content in your companies Office 365 environment. For example, if you wish to find a document stored in SharePoint, you can enter the name here, a list of documents with the relevant name will be displayed. From there you can click on it and you will be taken straight to SharePoint.

6. Account Settings

This is where you can **Sign out** of Office 365. The other settings **My profile** and **My account** are controlled mostly by your administrator and can be ignored.

7. Main menu

This is will display a list of your online applications, allowing you to jump between applications without returning to the portal home page.

6. Online applications

Clicking on any of these applications will take you to the online version of the application, including Word, Excel, PowerPoint, OneDrive, SharePoint, and Outlook.

7. Install apps locally

This option allows you to install applications such as Outlook and Word to your local machine. This is only applicable if your user is licensed to do so, and your organisations would like you to have a local install.