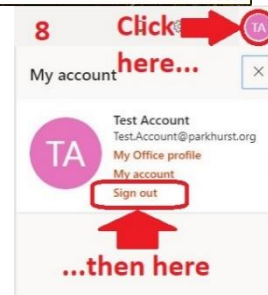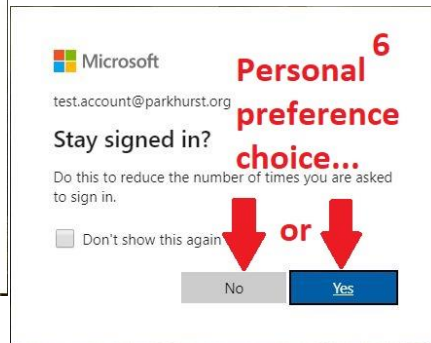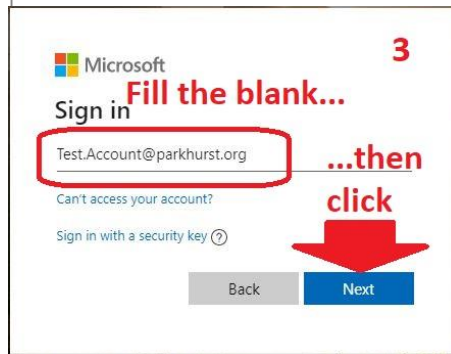# Logging into Microsoft Office 365

1. Open Chrome and go to login.microsoftonline.com.
2. Enter the account email address, click "Next".
3. Enter the assigned password, click "Next".
4. Enter your password.
5. If you are prompted to "Update your password", type your current password, then type the new password, confirm it, and click "Sign in".
6. Whether or not to "Stay signed in?" is a matter of personal preference.
7. You should now be successfully logged in and see the Office 365 apps.
8. To "Sign out", click the circle containing your initials, then choose "Sign out". Once the page updates and indicates you are signed out, close your browser.

Note: Three (3) unsuccessful login attempts will lock you out of the account and necessitate a Service Ticket request for a password reset.

(Application Icons may be displayed vertically after recent updates.)

NOTE: A Service Ticket/Request may be submitted by sending an email to itsupport@parkhurst.org (even from a private email address).