

login.microsoftonline.com.

Logging into Microsoft Office 365

Pen Browser C 1 S https://login.m Enter the account email address, click "Next". 2. Ο S https://login.microsoftonline.com 3. Enter the assigned password, click "Next". Enter your password. 4. 3 If you are prompted to "Update your 5. Microsoft Sign in password", type your current password, then type the new password, confirm it, and click Test.Account@parkhurst.org "Sign in". ...then 6. Whether or not to "Stay signed in?" is a click Can't access your account? matter of personal preference. Sign in with a security key 🕥 7. You should now be successfully logged in and Back see the Office 365 apps. Next 8. To "Sign out", click the circle containing your initials, then choose "Sign out". Once the page updates and indicates you are signed 4 Microsoft out, close your browser. ← test.account@parkhurst.org Note: Three (3) unsuccessful login attempts will lock ...then Enter password you out of the account and necessitate a Service Ticket click request for a password reset. Forgot my password 5 Microsoft If you see this window... Sign in Update your password You need to update your password because this is the first time you are signing in, or because your password has expired. Microsoft Personal type current password test.account@parkhurst.org preference type new password Stay signed in? Do this to reduce the number of times you are asked to sign in. ...click here Don't show this aga Click 8 2 TA Office 365 , Search 0 Ω My account here... × Good afternoon 7 Test Account unt@park N **di** My Office profile Team ...Congrats on a successful login! N S 2 \rightarrow Here are your Office 365 Online apps. Clas All app Sway ...then here

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

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