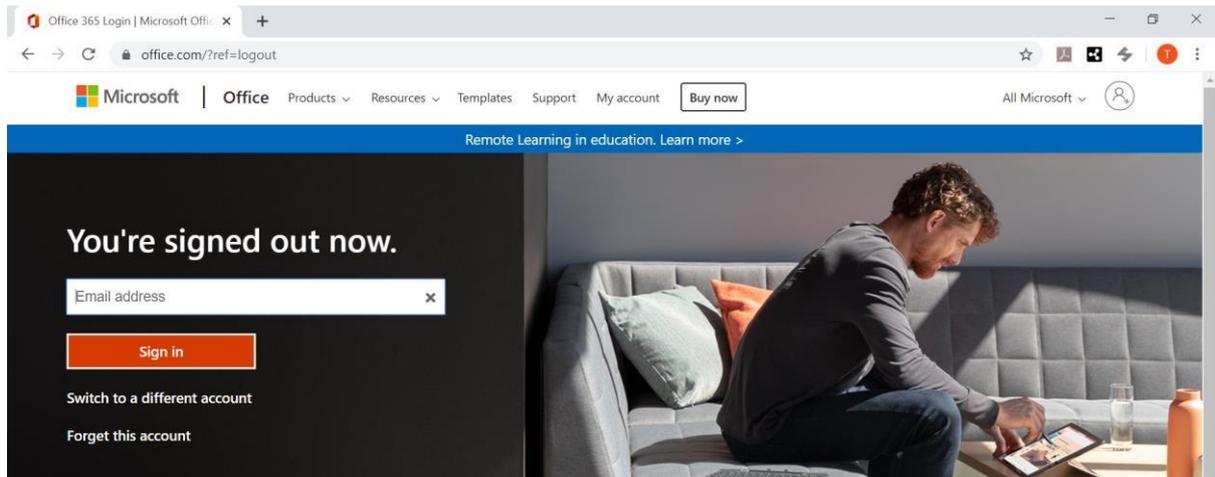


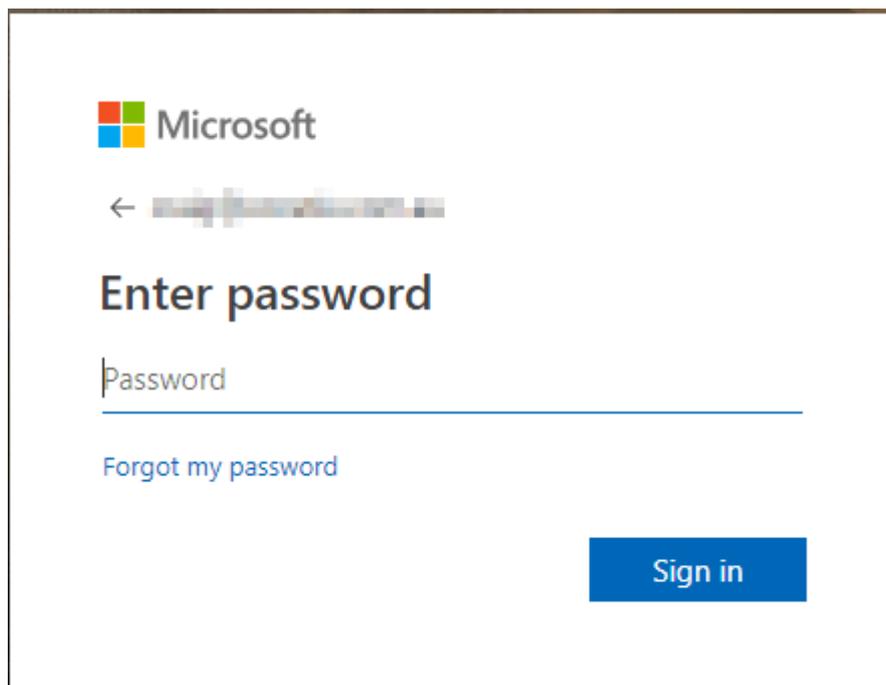
How to Sign-in to Microsoft 365?

To sign-in to Office on the web, open your browser, for example Chrome or Edge:

1. Go to www.office.com and enter your MSLETB email address. Then select Sign In.



2. Enter your temporary MSLETB password which you have been provided.



- You will then be required to update your password by entering a new private password of your choosing. Your private password must be at least 8 characters long, contain at least one number and one capital letter.

Take care that you choose something unique, or the system will not accept it if it has seen a similar password before.

Enter your temporary MSLETB password once in the top box and twice in the two lower boxes.



██████████@██████████.com

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.

Try again—that's not your current password.

[View details](#)

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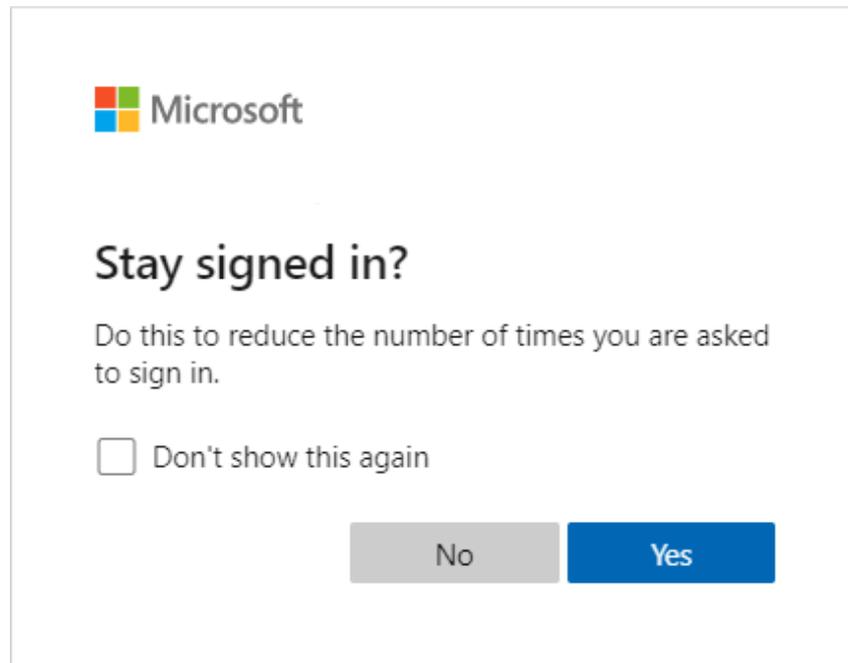


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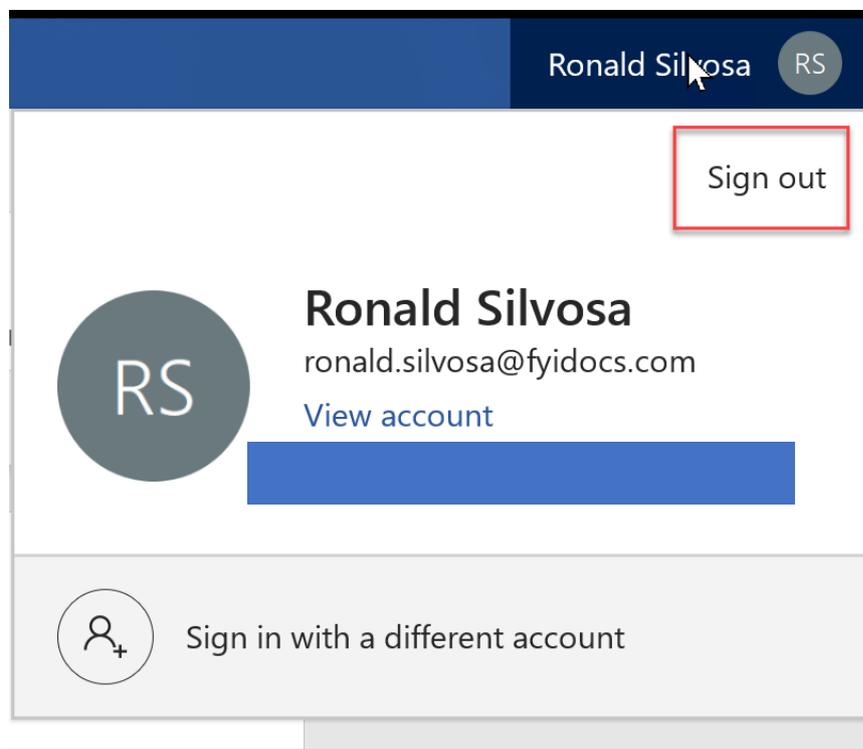
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Sign in

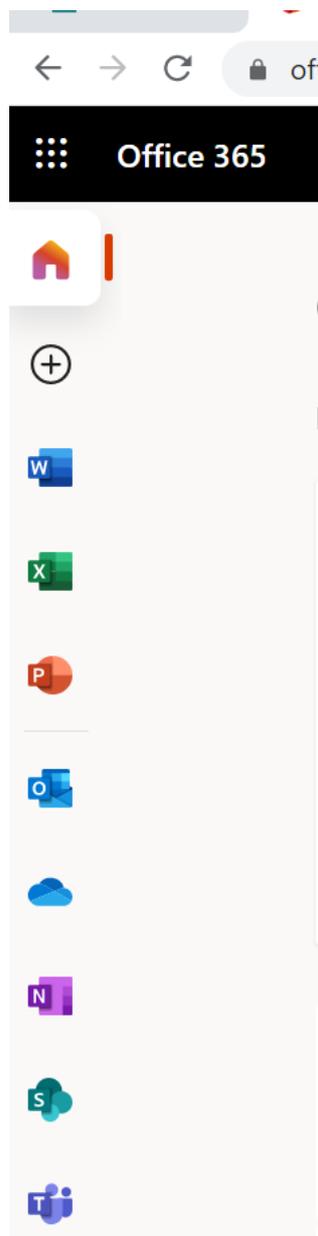
4. Choose whether to stay signed in or not. If you're security conscious you should choose No.



5. The name of the account you're signed in with is displayed in the header in the top right corner of the browser window.



6. Select any of the online apps. Note: these are reduced versions of the full desktop apps.



7. When you are ready to sign out, go to the top right corner of your browser screen, click on your name and select Sign Out.

