

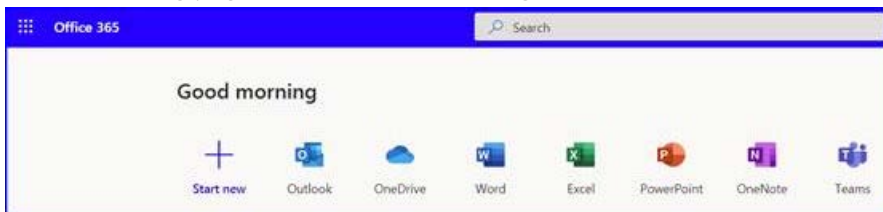
From: [Amon Hodge](#)
To: [Amon Hodge](#)
Subject: Microsoft Office 365 Online Portal
Date: Tuesday, March 17, 2020 11:28:31 AM

Good Morning Staff,

With so many of us working remotely, you may need to log in to the Microsoft Office 365 Online Portal from time to time.

This is a great opportunity for a refresher on how to do that.

1. Go to <http://login.microsoftonline.com>
2. Your user ID is the same as **your email address**.
 - a. `firstname.lastname@lifewayscmh.org`
3. Your password is the same password you use to log into your computer.
4. Your landing page should look something like this.



Here you can launch the online version of MS apps we work with every day.

To be clear – I am not saying you have to access Office this way.

I simply want to remind everyone that it's an option.

Thank You Much,

Amon Hodge, BSIT, MCP

Executive Director, Information Technology

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