

HOW TO LOG IN TO THE MICROSOFT OFFICE 365 ONLINE PORTAL

1. Go to <http://login.microsoftonline.com>
2. Your user ID is the same as **your email address**.
 - a. firstname.lastname@lifewaysmi.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.