

## **OFFICE 365 EMAIL LOG IN INSTRUCTIONS:**

1. From your internet explorer go to <https://login.microsoftonline.com>
2. Type in your user name and password.
3. You will be prompted to change your temporary password. Reset your password to something that is easy to remember.
4. Click 'Sign In'. Note – if you are on a private computer and want to remain signed in click 'Keep me signed in'. To sign out click on the down arrow next to your name in the upper right hand corner.

User Name \_\_\_\_\_@easterseals-  
[cseohio.org](http://cseohio.org)

Temporary Password \_\_\_\_\_