

ACCESSING THE OFFICE 365 PORTAL

What is Office 365?

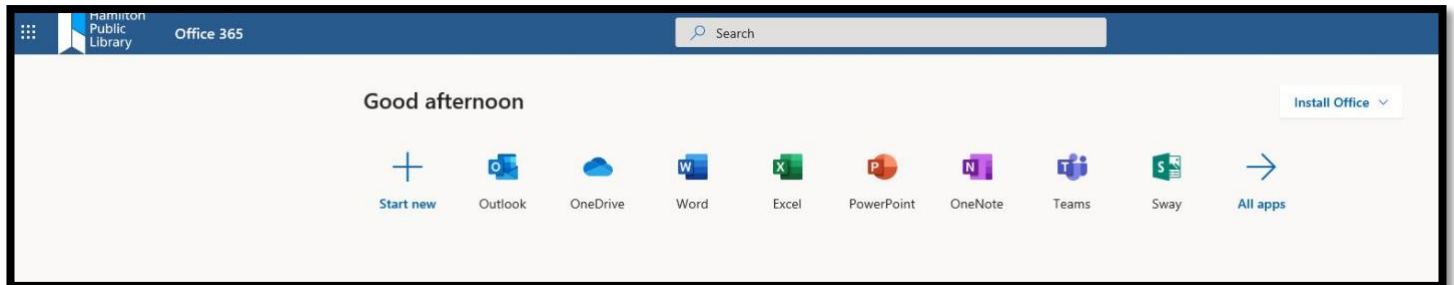
Office 365 is a subscription service that provides access to various Microsoft apps on any type of device from anywhere. These apps include Outlook, OneDrive, Word, Excel, PowerPoint, Teams and more.

How do I access Outlook through Office 365?

To access from a computer, phone or table **outside** HPL, go to <https://portal.office.com> and sign in using your HPL email and password.

What does the Office 365 Home Page look like?

The image below shows the Office 365 Home Page on the web portal.



Depending on how you accessed <https://portal.office.com>, the homepage might look a bit different than the image above.

You can access any of the above apps (e.g. Outlook email, Teams, etc) by clicking the links on the homepage.

If you have any issues logging in to the O365 Portal, contact the Service Desk at 905-546-3200 x3242.