Stage 3 – Office 365 ACCT.EDU Email First Time

1. To access your acct.edu email go this URL: https://portal.office.com

2. Once you are logged in, you will see a screen as shown below. Then you click on Mail to check your email.

3. First time you access your email, you will be prompted to select a language and time zone.
4. You are now in your email.