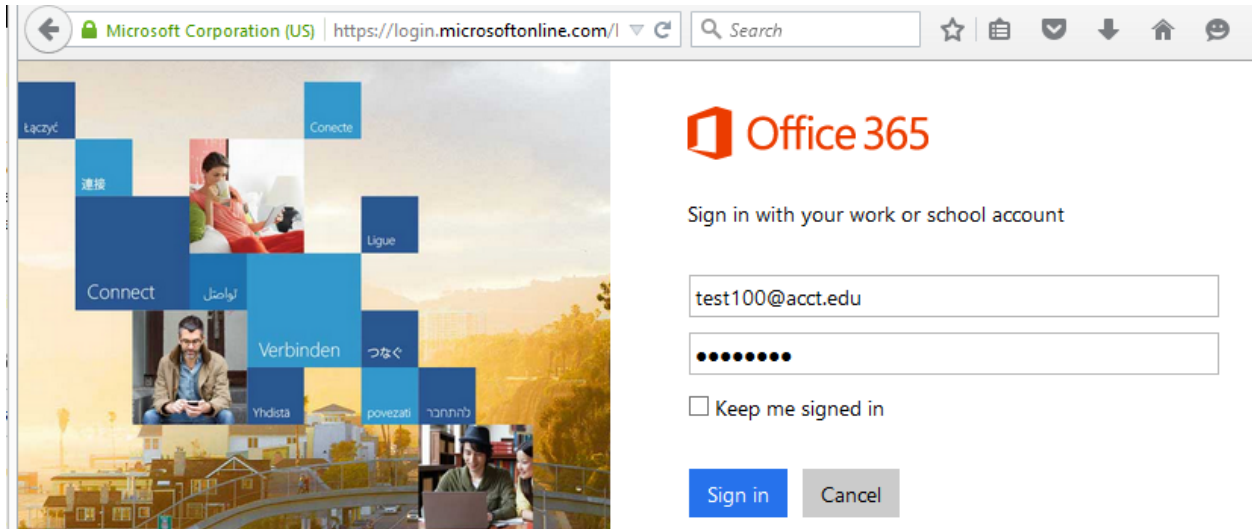
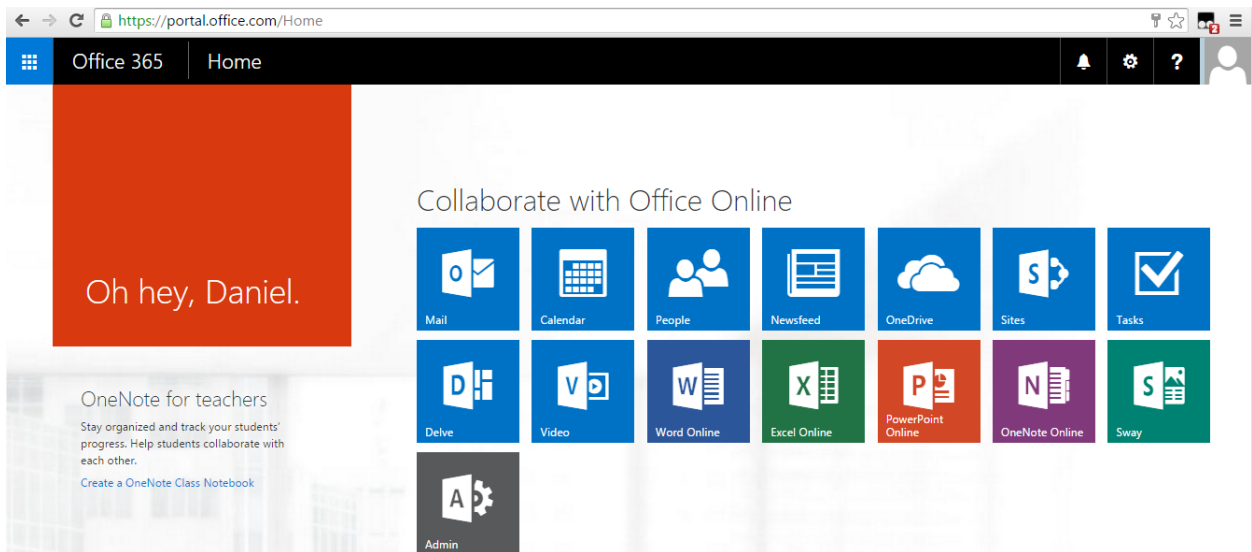


Stage 3 – Office 365 ACCT.EDU Email First Time

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.



Choose your preferred display language and home time zone below.

Language:

English (United States) ▼

Time zone:

(UTC-05:00) Eastern Time (US & Canada) ▼

➔ Save

4. You are now in your email.

