WFWI Online Access for President/Secretary/Treasurer Office 365 Login



- 1. WI House sends you login details to your home email. Record these in a safe place.
- 2. Open a browser window on your computer/tablet/smart phone and type in office.com
- 3. It should look like this page: soft Office Products M Buy now Select SIGN IN. Welcome to Office Sign in to use your favorite productivity apps from any device • x P N đ 4. The next screen shows Microsoft Sign In: Microsoft Enter your new email address WI House Sign in sent to you.' Then select NEXT. Can't access you 5. The next screen shows Wiltshire WI and asks for your password * the Wiltshire This is in the email which you ← ruthdavies@wiltshirewi.org Enter password received from WI House. Then select SIGN IN. 6. The first time you sign in you will be asked if Stay signed in? you want to "Stay signed in?" and you can Do this to reduce the number of times you are asked decide YES or No. It depends if it is only you to sign in. using the computer/tablet/smart phone or if Don't show this again it is a shared device. Choose NO if it is shared with another person. No Yes 7. The Office 365 Homepage: *** theW Wiltshire offic To view email then select Outlook Good afternoor by clicking on the icon. R To view files then select OneDrive
- 8. For information on Outlook please review the file "WFWI Outlook Info"

icon. 🗸

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by clicking on the