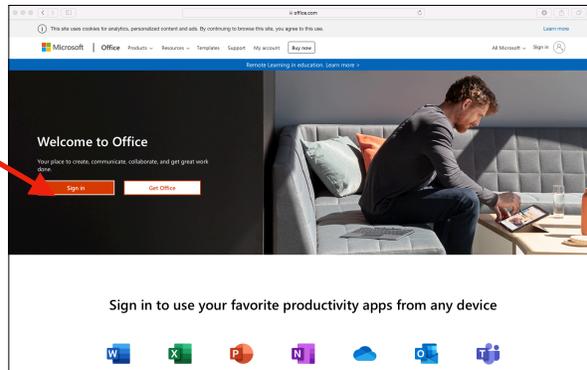


# WFWI Online Access for President/Secretary/Treasurer Office 365 Login

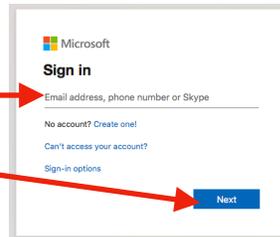


1. WI House sends you login details to your home email. Record these in a safe place.
2. Open a browser window on your computer/tablet/smart phone and type in **office.com**

3. It should look like this page:  
Select SIGN IN.



4. The next screen shows Microsoft Sign In:  
Enter your new **email address** WI House sent to you.  
Then select NEXT.



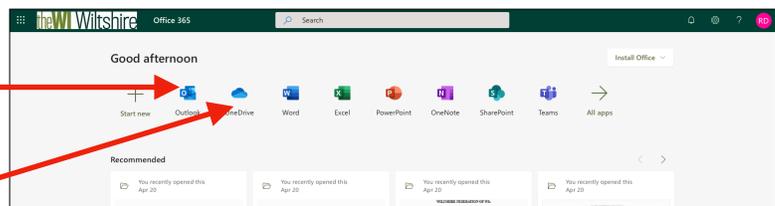
5. The next screen shows Wiltshire WI and asks for your **password**  
This is in the email which you received from WI House.  
Then select SIGN IN.



6. The first time you sign in you will be asked if you want to “Stay signed in?” and you can decide YES or No. It depends if it is only you using the computer/tablet/smart phone or if it is a shared device. Choose NO if it is shared with another person.



7. The Office 365 Homepage:  
To view **email** then select Outlook by clicking on the  icon.  
To view **files** then select OneDrive by clicking on the  icon.



8. For information on Outlook please review the file “WFWI Outlook Info”