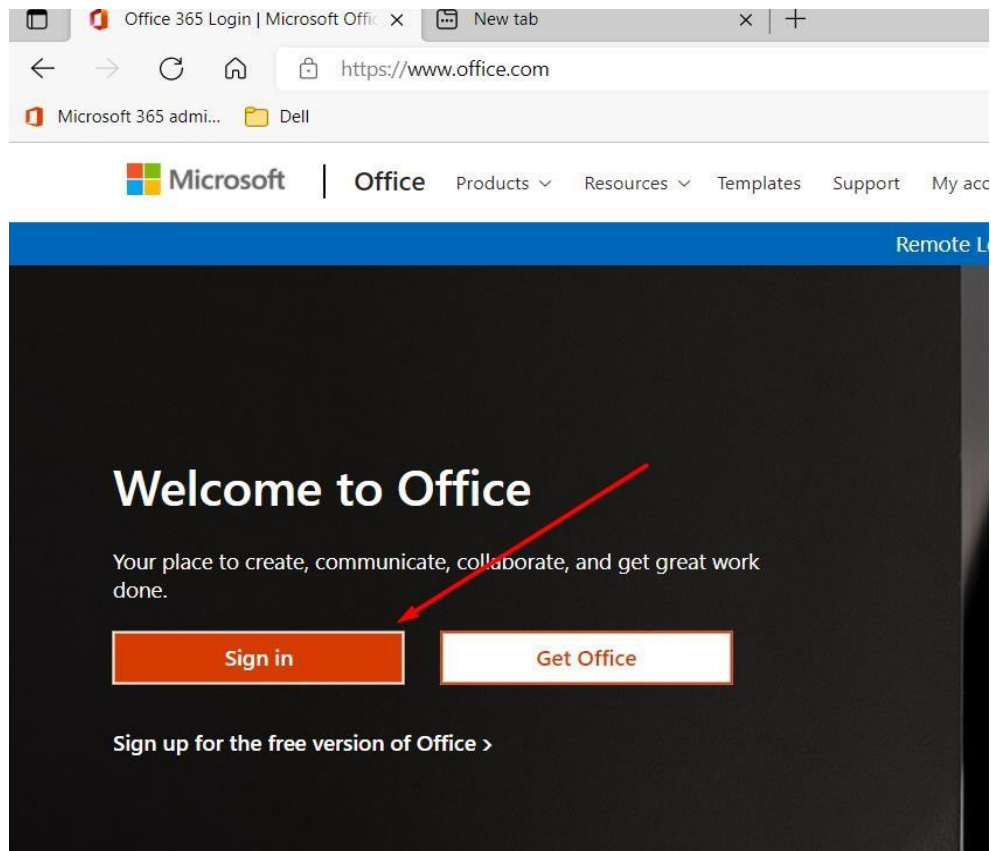
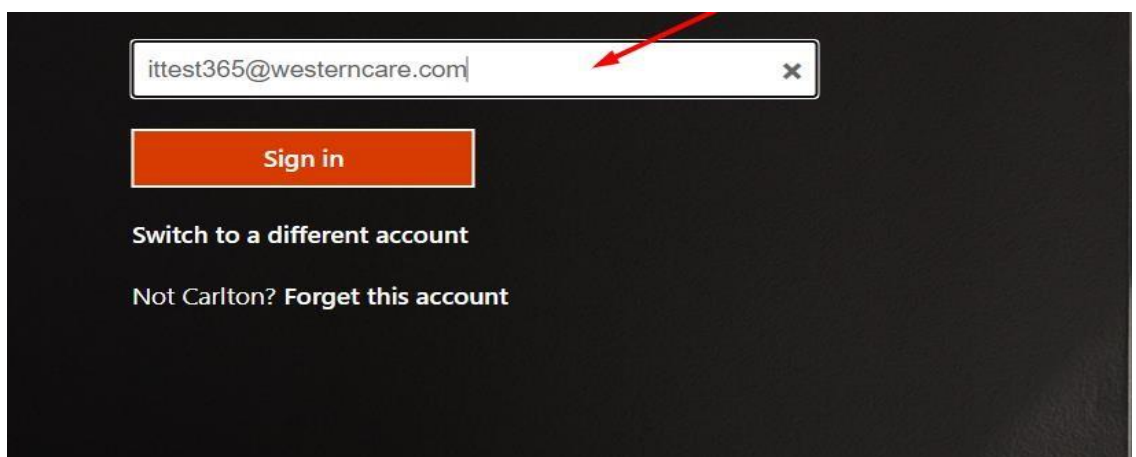


# HOW TO LOG INTO AND LOG OFF OFFICE 365 WEBAPP

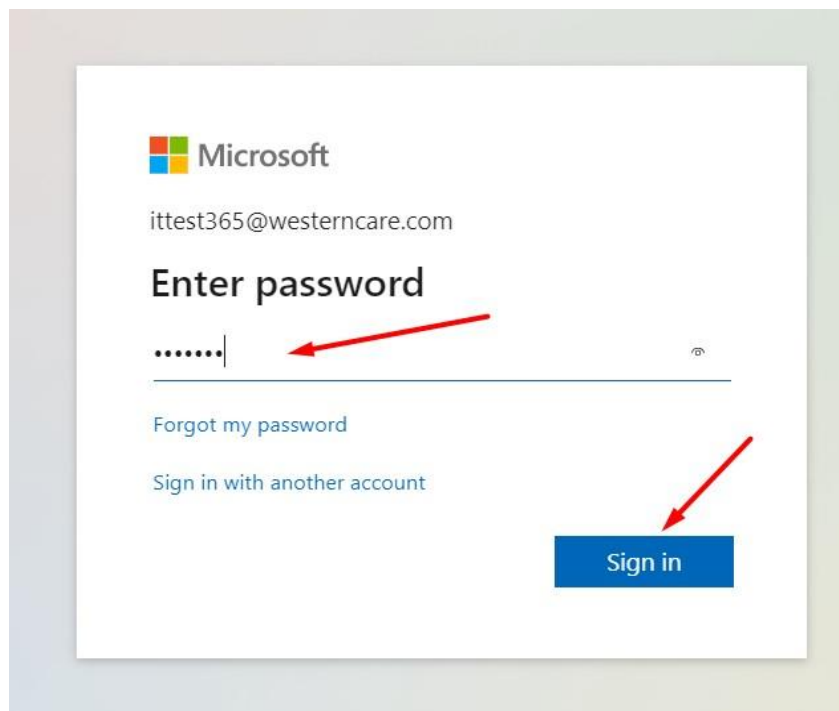
To log into the Office 365 webapp go to <https://office.com> and click on "Sign in" button:



Enter your email address (\*\*@westerncare.com):

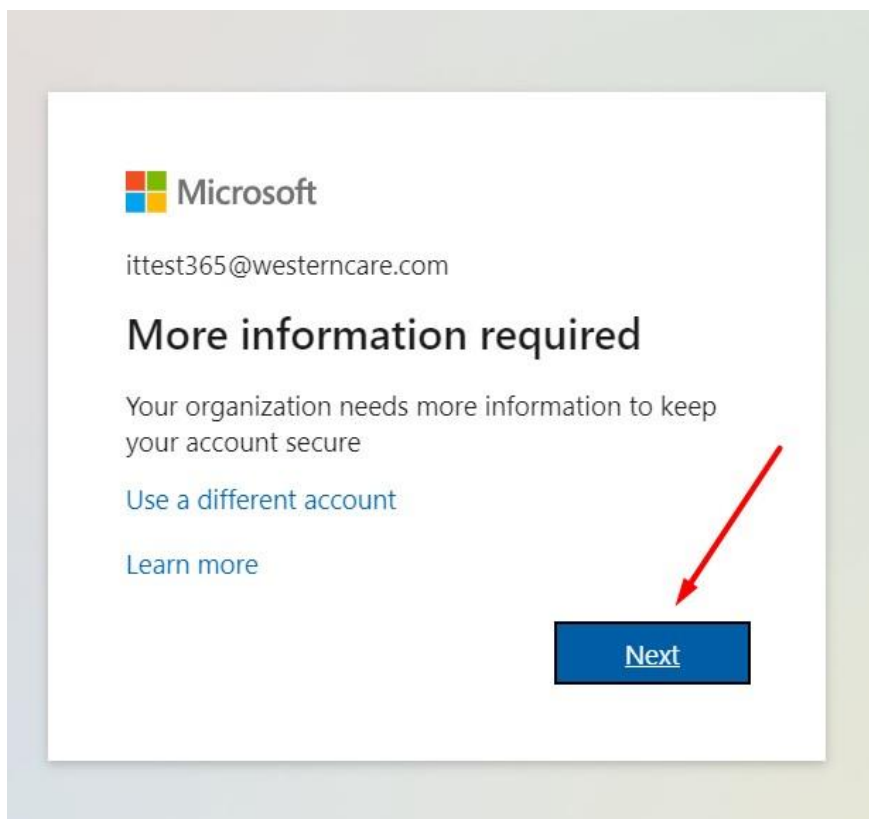


Enter your password and click on "Sign in" button:



If this is the **first time** you have logged into Office 365 you will be prompted to set up two-factor authentication. Click next.

**NOTE: If your phone number has been pre-populated on your account you can skip this step**



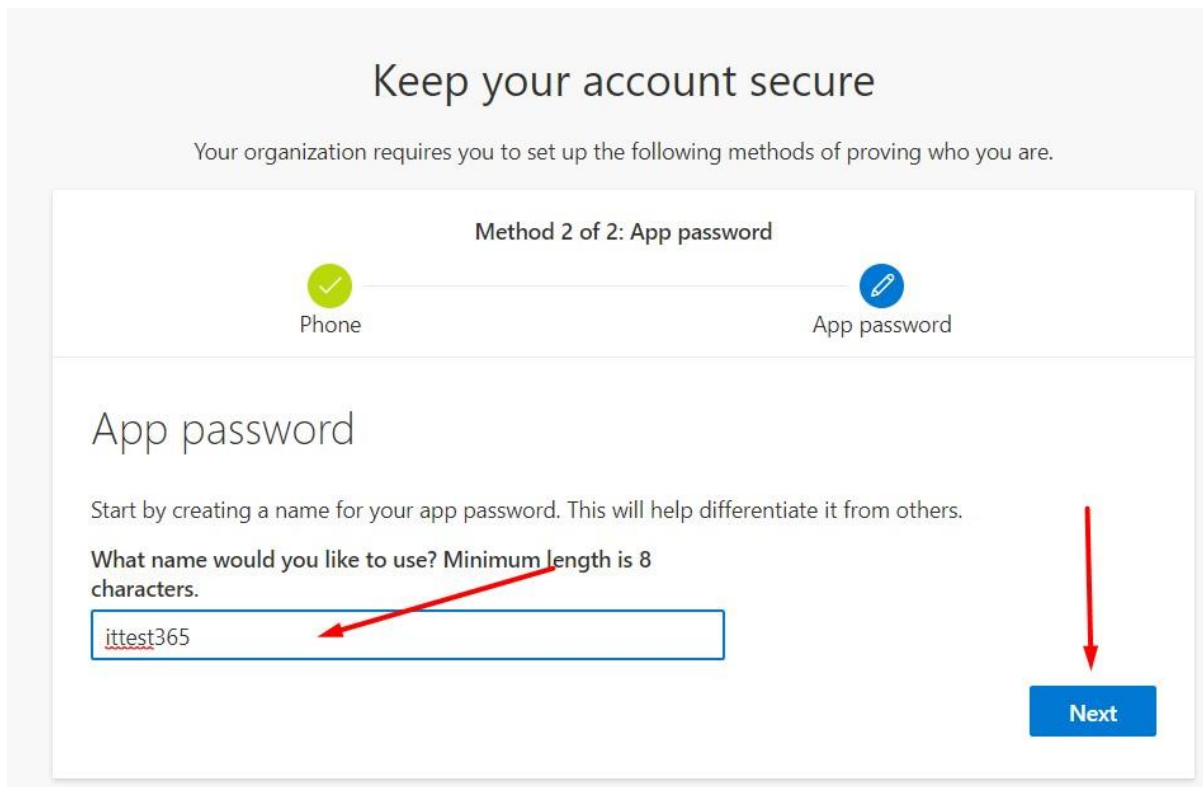
Select **Ireland** from the drop-down menu and enter your work phone number – remember to drop the first 0 (zero), then click Next:

The screenshot shows a setup screen titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." Below this, a progress bar indicates "Method 1 of 2: Phone" and "2 App password". The "Phone" step is active, showing a phone icon and the text "Phone". The "App password" step is inactive, showing a "2" and "App password". The main content area is titled "Phone" and contains the text "You can prove who you are by texting a code to your phone." and "What phone number would you like to use?". There is a dropdown menu for the country, currently set to "Ireland (+353)", and a text input field for the phone number, currently containing "851705656". Below the input fields, there is a radio button labeled "Text me a code" which is selected. A note states "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." A blue "Next" button is located at the bottom right. Red arrows point from the text above to the dropdown menu and the phone number input field.

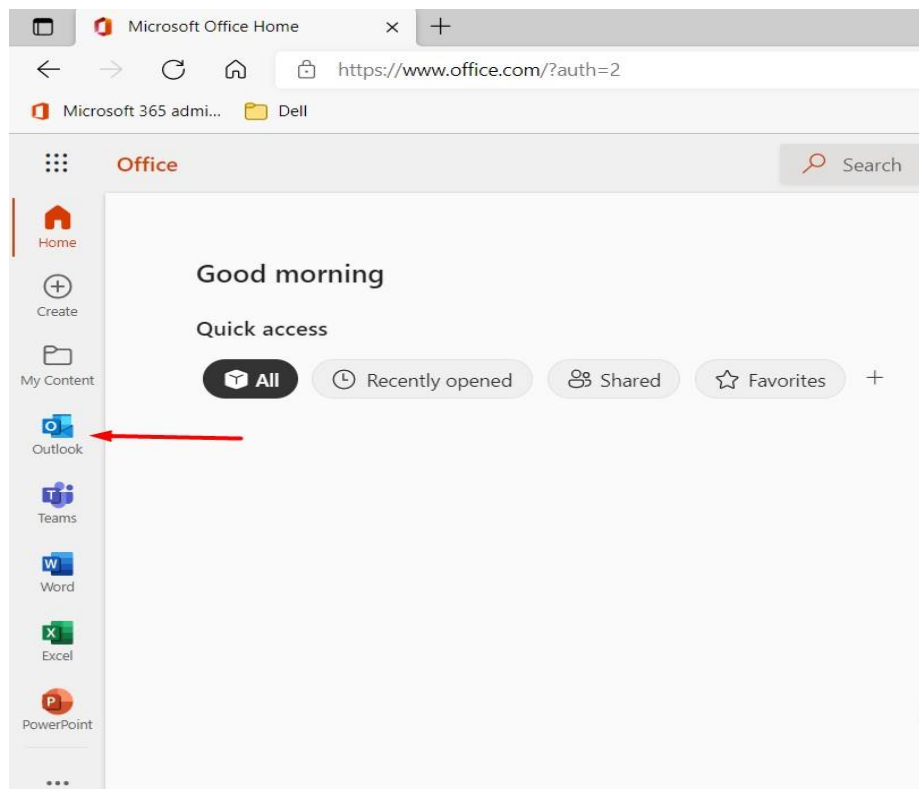
Enter the **pin** number sent to your mobile phone. Then click Next:

The screenshot shows the same "Keep your account secure" setup screen. The progress bar remains "Method 1 of 2: Phone" and "2 App password". The "Phone" step is active. The main content area is titled "Phone" and contains the text "We just sent a 6 digit code to +353 851705656. Enter the code below." Below this text is a text input field containing the code "174148". A link labeled "Resend code" is located below the input field. At the bottom right, there are two buttons: a white "Back" button and a blue "Next" button. Red arrows point from the text above to the code input field and the "Next" button.

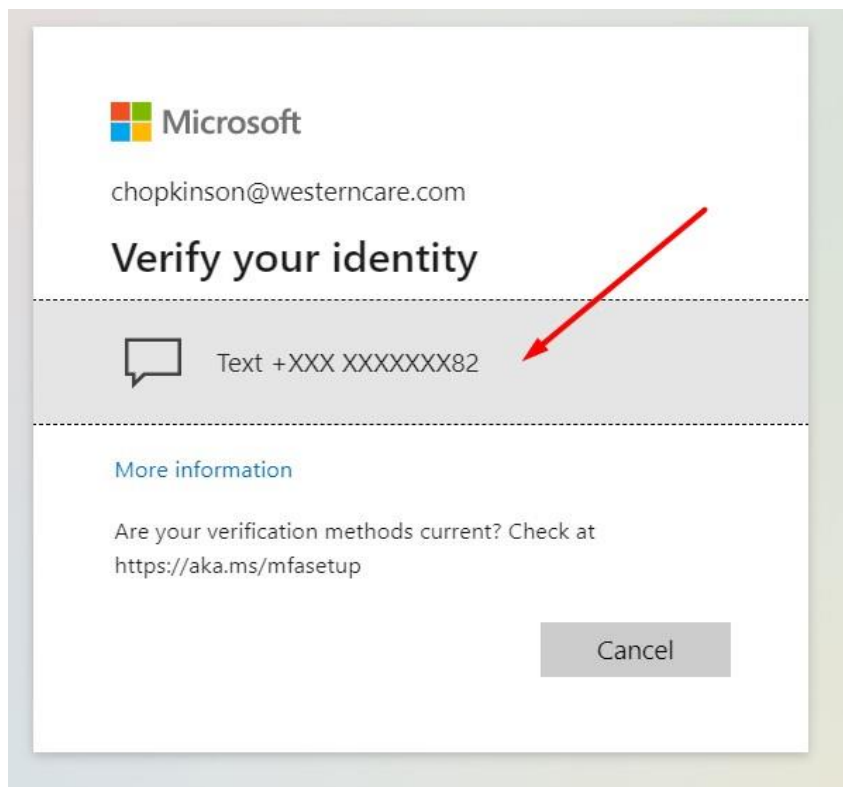
Type a name into the app password box (this is just a label, you can put your name here). Click Next:



You now have access to office online. Click on **Outlook** to access your email:

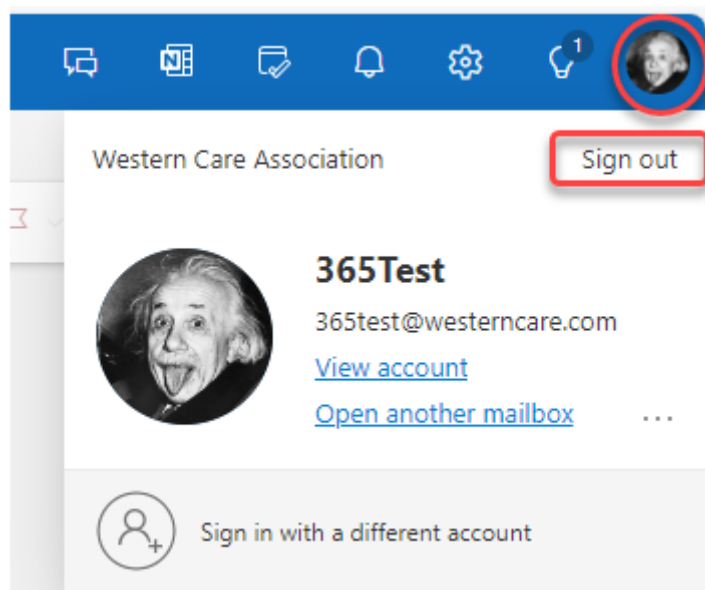


If your mobile number has been pre-populated you will get the following screen. Click on the box with the last 2 digits of your phone number then enter the code sent to you and you will see the same screen as above (Office 365 portal)



To log off Office 365 do the following from any app you have opened in the portal that has your profile “bubble” like shown here) (Outlook/Teams/OneDrive etc)

Click on the Profile bubble and then click on the “Sign out”



Please note this will sign you out of Office 365 completely.