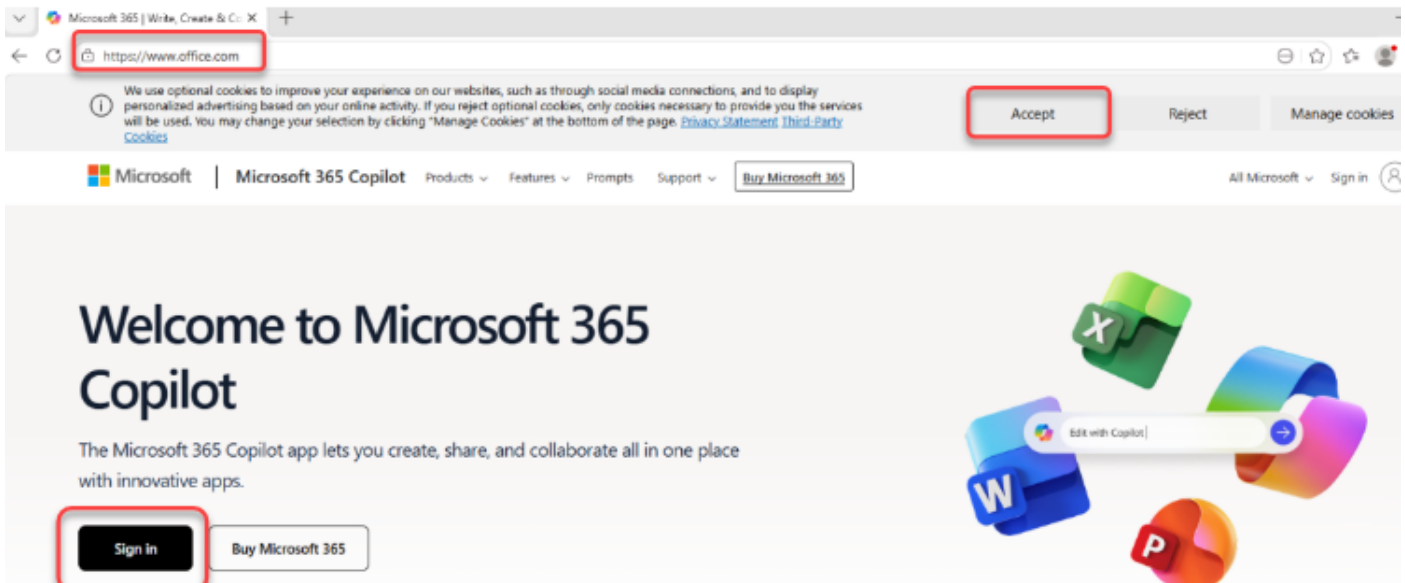


HOW TO LOG INTO AND LOG OFF OFFICE 365 WEBAPP

To log into the Office 365 webapp go to <https://office.com> (or office.com/www.office.com) and click on “Sign in” button, “Accept” the cookies if you have not used this site or browser before:



Enter your email address (***@westerncare.com), and enter your password, then click on “Sign in” button:

**Microsoft**

Sign in

[No account? Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options

**Microsoft**

Enter password

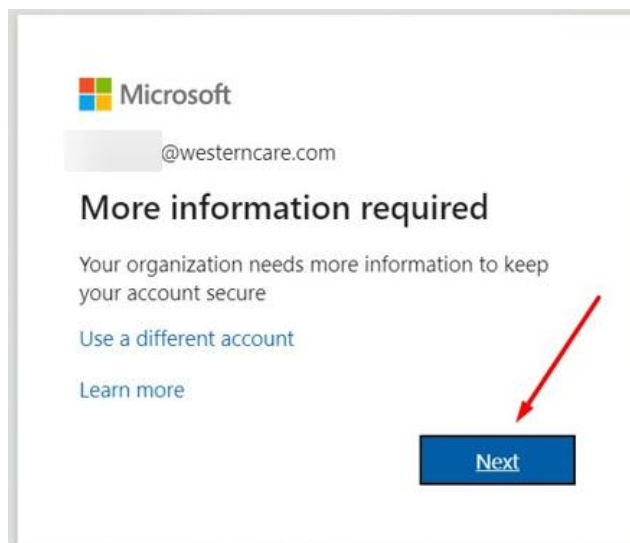
[Forgot my password](#)

Sign in

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:

A screenshot of the 'Keep your account secure' setup screen. The title is 'Keep your account secure'. Below it, the text says 'Your organization requires you to set up the following methods of proving who you are.' There are two methods: 'Phone' (selected) and 'App password'. The 'Phone' section has a heading 'Phone' and the text 'You can prove who you are by texting a code to your phone.' Below this is the question 'What phone number would you like to use?'. There is a dropdown menu showing 'Ireland (+353)' and a text box containing '85'. A red arrow points to the dropdown menu. Another red arrow points to the text box. Below the text box is a radio button labeled 'Text me a code'. At the bottom, there is a disclaimer: 'Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.' and a blue 'Next' button.

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

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: Phone

Phone App password 2

Phone

We just sent a 6 digit code to +353 85 Enter the code below.

174148

Resend code

Back Next

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

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: App password

Phone App password

App password

Start by creating a name for your app password. This will help differentiate it from others.

What name would you like to use? Minimum length is 8 characters.

ittest365

Next

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)

Microsoft

@westerncare.com

Verify your identity

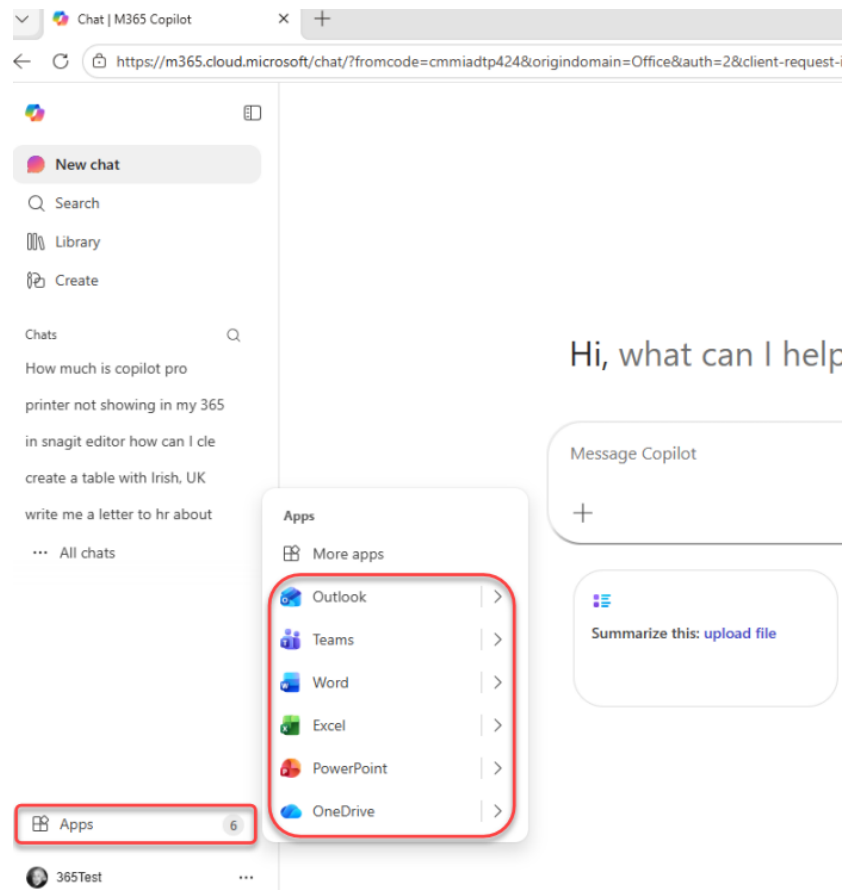
Text +XXX XXXXXXX

More information

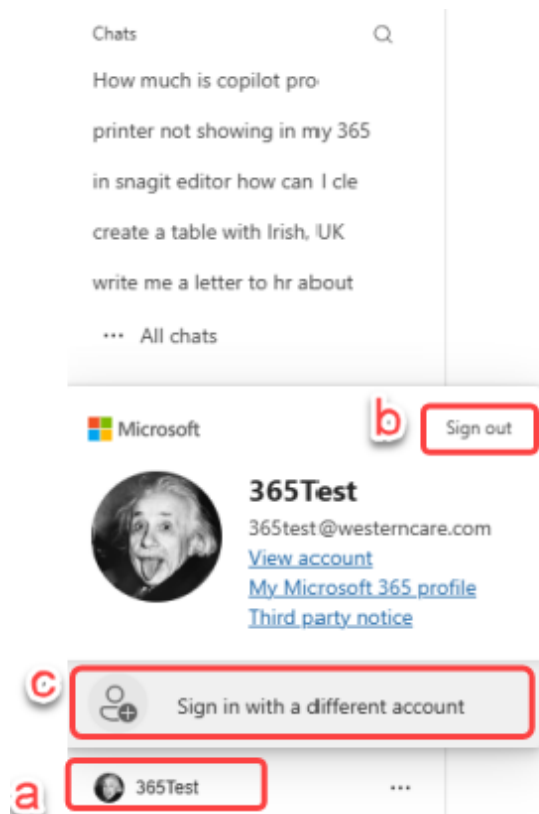
Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

You now have access to office online. Click on **Apps** to access your email or any other app / parts of the Office 365:



To log off (sign out) from Office 365 do the following:



- a) click on your name
- b) click on "Sign out"
- or, if you wish to sign in with another account
- c) click on "+Sign in with a different account"

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