



ACCESSING 365 EMAILS THROUGH BROWSER QUICK GUIDE



SYSTEMAGIC
DOING IT DIFFERENTLY

DESCRIPTION

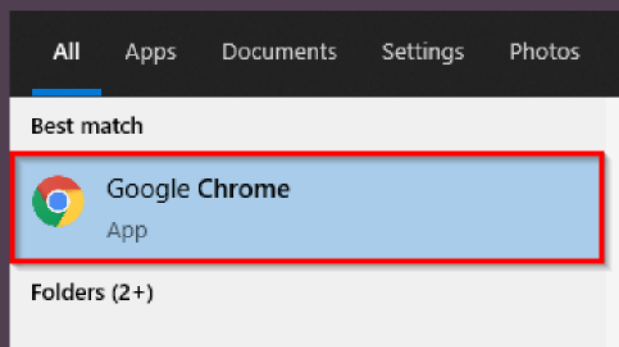
Some clients will prefer to access their emails through the **web browser**, this will walk users through how to do this.



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1.

Open your web browser of choice,
Chrome, Firefox, Safari:

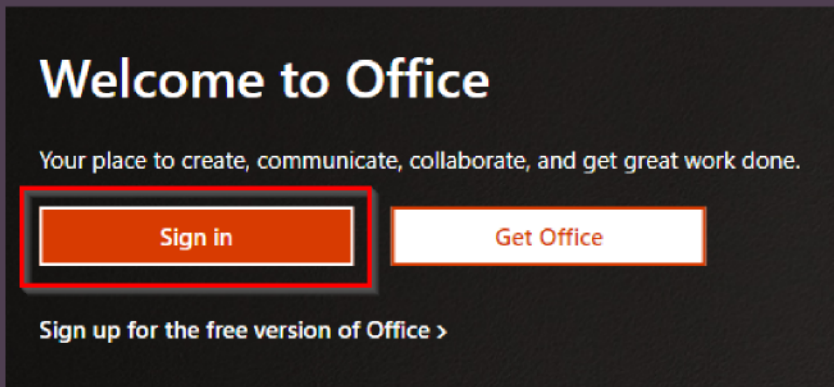


In a new tab, go to www.office.com

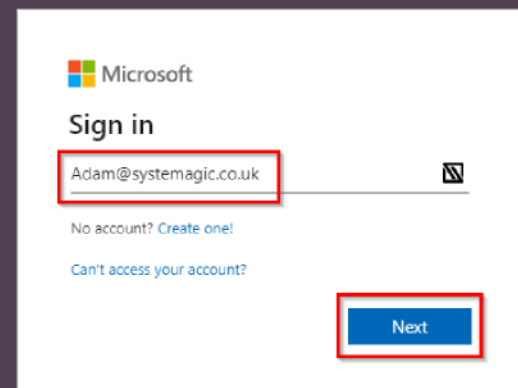


Once the webpage loads
you'll see an option to sign in, click the
sign in button:

2.



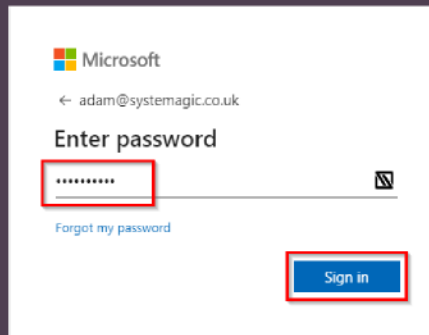
Enter
your email address and click next:



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3.

Now enter your **password** and click sign in:



Microsoft

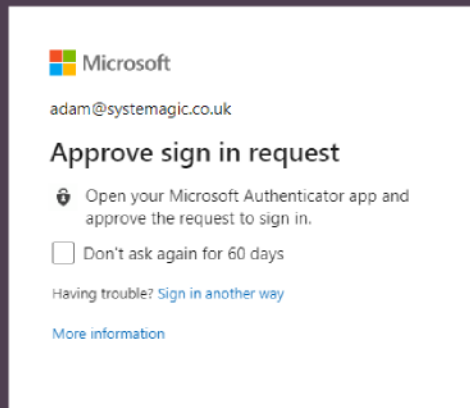
← adam@systemagic.co.uk

Enter password

.....

[Forgot my password](#)

[Sign in](#)



Microsoft

adam@systemagic.co.uk

Approve sign in request

🔒 Open your Microsoft Authenticator app and approve the request to sign in.

☐ Don't ask again for 60 days

Having trouble? [Sign in another way](#)

[More information](#)

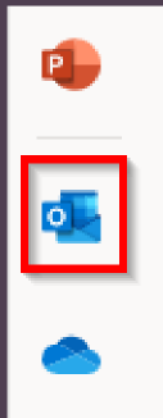
If you have multi factor authentication enabled you'll be asked to **authenticate**



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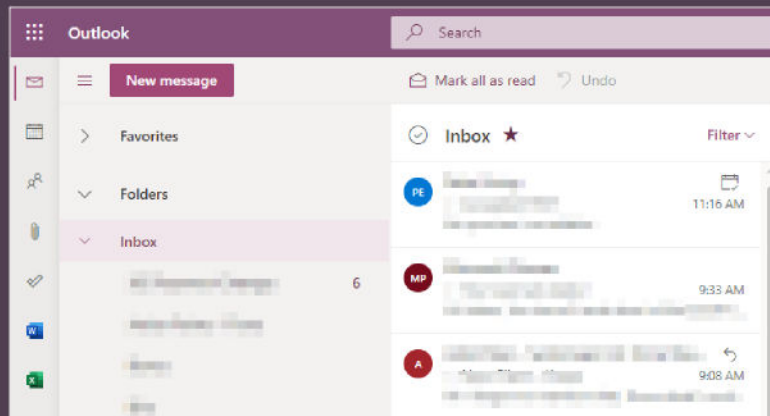
4.

Once logged in, you'll be met with
your 365 dashboard,
from here, **click on the Outlook icon**
on the left hand side to open your mailbox:





A new tab will open and you'll
see your inbox, from here you
send and receive emails



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