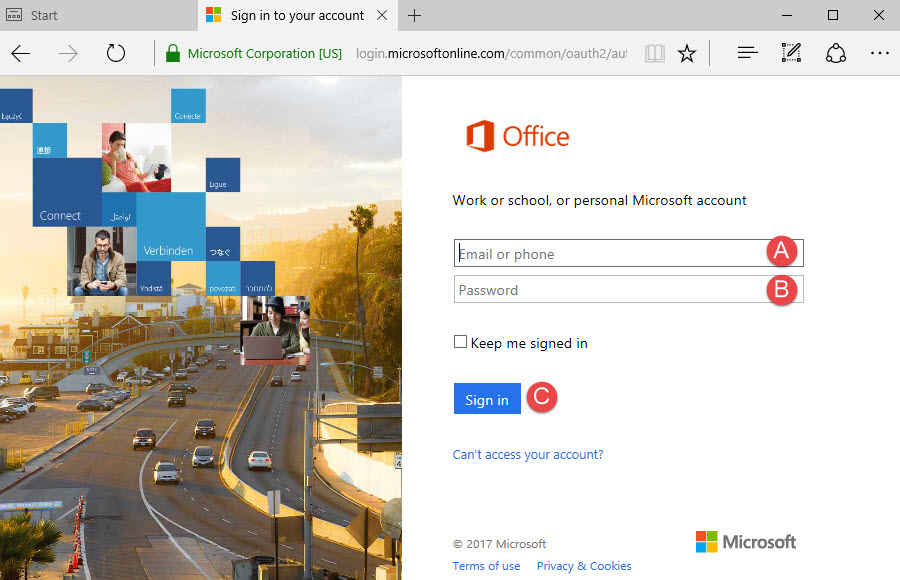
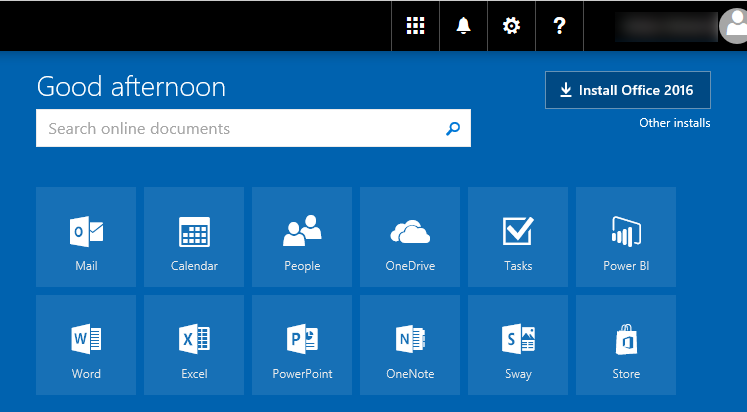


To access your Office 365 Admin Centre, navigate to [www.office.com/signin](http://www.office.com/signin) using a web browser



1. Type in your username ( your work email address )
2. Type in your current “Office 365” password
3. Click **Sign In**



The Office 365 Admin Centre Home Screen: Launch pad for all of your entitled apps and features

Once you have logged in, you will be presented with a home screen containing all of your current app and feature entitilements. You can use this console to:

|  |  |  |
| --- | --- | --- |
|  | Mail App | Access to Outlook Webmail from Exchange Online |
|  | Calendar App | Access to the Outlook Calendar from Exchange Online |
|  | People App | Access to the Outlook Contacts folder from Exchange Online |
|  | OneDrive App | Access |
|  |  |  |
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