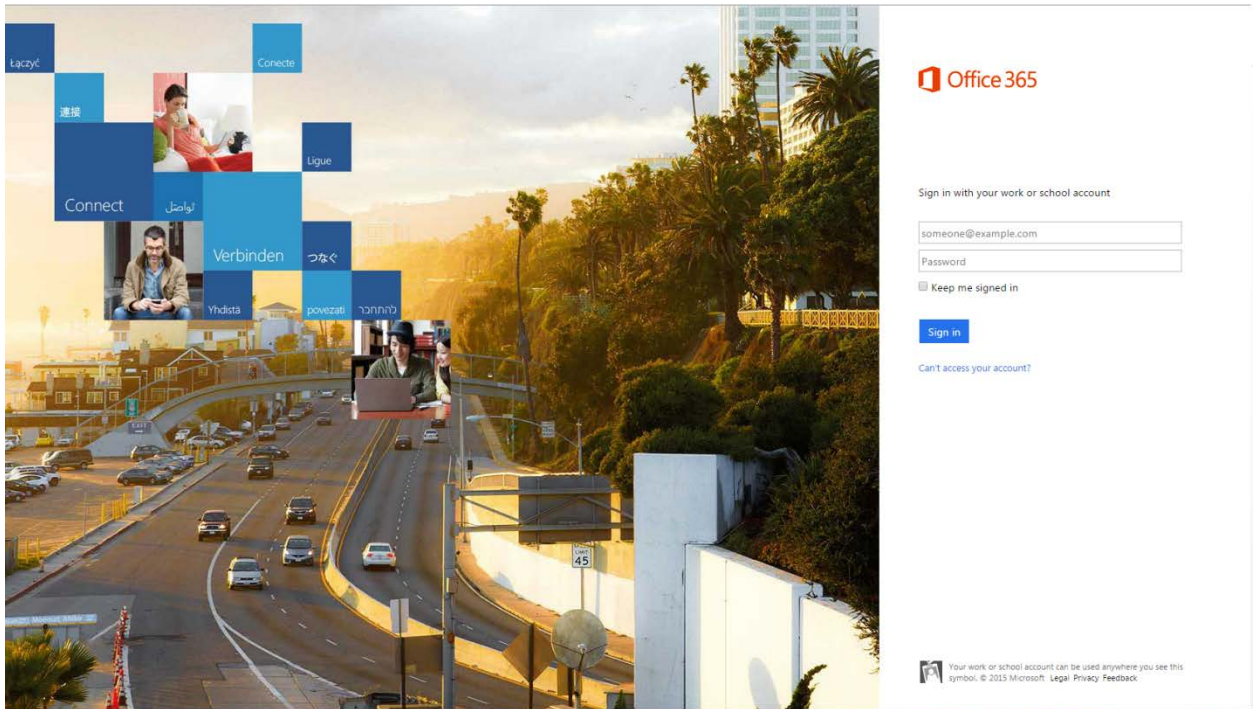
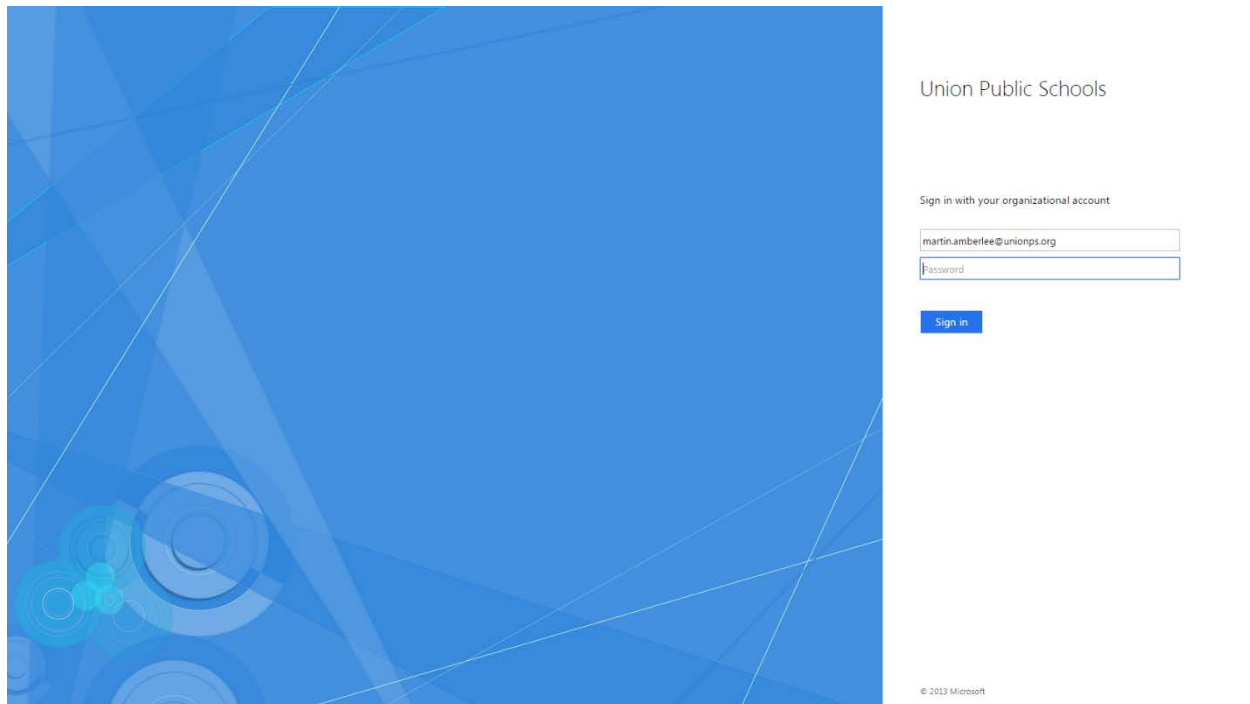


Accessing Union Email from Home Using Office 365

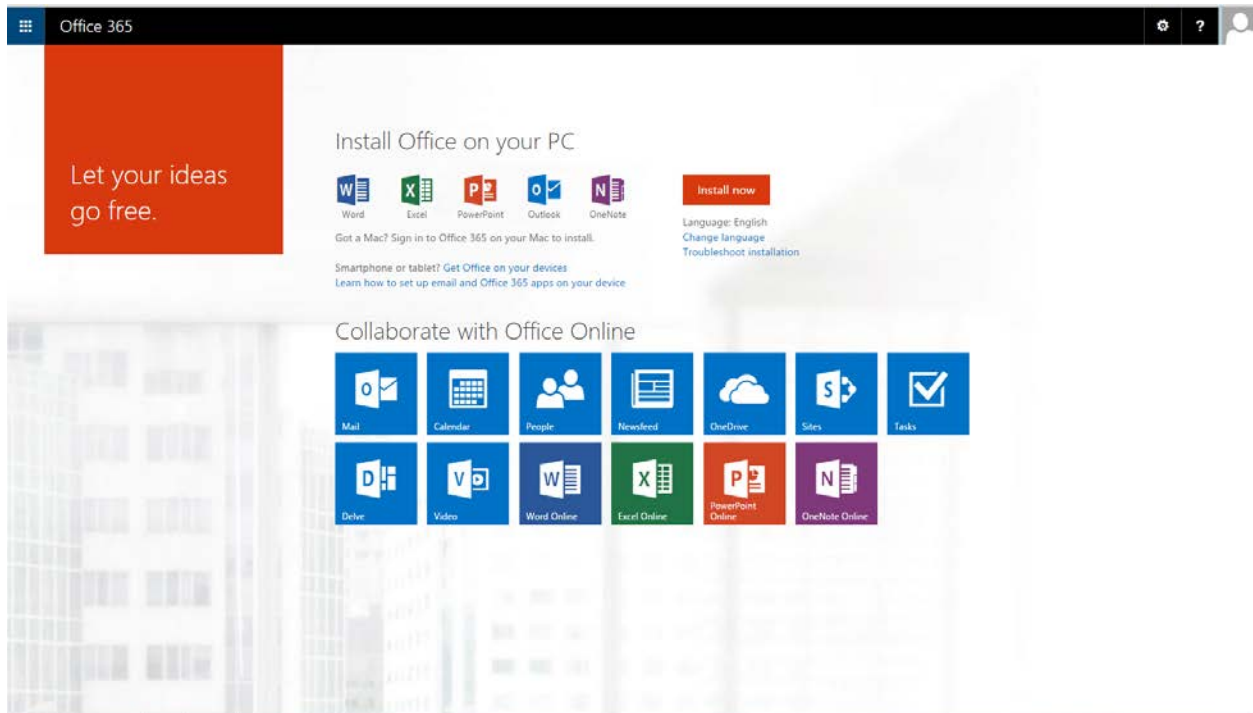
1. Go to the Internet Browser of your choice, Internet Explorer or Google Chrome. Type in the address bar: portal.office.com. You will see a similar page seen below.



2. Go ahead and enter your Union email in the first text box for example, someone@unionps.org. After entering your email, you will be redirected to the sign in page for the Union Server, as shown below.



3. Proceed and enter your password in the second available text box. The next screen you will shows you options for Mail, Calendar, People, Newsfeed, OneDrive, Sites, Tasks, Delve, Video, Word Online, Excel Online, PowerPoint Online, and OneNote Online. Go ahead and select Mail to view your school email.



4. The first time that you click on mail (Outlook Online), the screen will prompt you to pick your time zone. After choosing the correct time zone, please click on save. Borl

You have the ability to create documents in the applications: Word Online, Excel Online, PowerPoint Online, and OneNote Online. Upon saving the document, you will be able to access it from your OneDrive online or to an alternative location of your choice.

If you have any questions, comments, or concerns please feel free to contact the Union IT Solution Center at the information provided below.

Email: ITHelpDesk@unionps.org

Phone: 918-357-6169 or Extension 6169