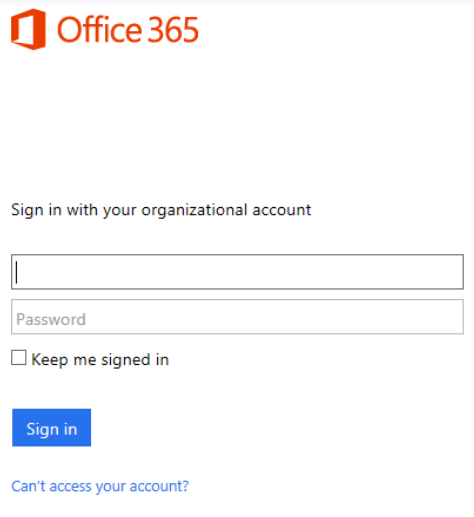


# Office 365 – Connecting and Logging In

1. Go to <http://mail.faithwest.org>
2. Type in your full email address (ie firstname.lastname@fwastudents.org) and your password and then click Sign In



The image shows the Office 365 sign-in page. At the top, there is the Office 365 logo. Below it, the text "Sign in with your organizational account" is displayed. There are two input fields: one for the email address and one for the password. Below the password field, there is a checkbox labeled "Keep me signed in". A blue "Sign in" button is located below the checkbox. At the bottom, there is a link that says "Can't access your account?".

3. The first time you access Office 365 it will prompt you to change your password. You must choose a new password that is complex. This means you must create a password that contains 3 of the following 4 character types:
  1. Capital Letter(s)
  2. Lower Case Letter(s)
  3. Number(s)
  4. Special Character(s) (ie !, @, #, etc)



The image shows the "Change password" page. At the top, there is the heading "Change password". Below it, there is a field for "Microsoft Online Services ID:" followed by a redacted area. To the right of this field, there is a red asterisk and the word "Required". Below the ID field, there are three password fields: "Old password:", "Create new password:", and "Confirm new password:". To the right of the "Create new password:" field, there is a red asterisk and the text "8-character minimum, case sensitive." and "Password strength". Below the password fields, there are "Submit" and "Cancel" buttons.

4. The first time you login to Office 365 webmail it will prompt you for Language and Time Zone. Language is by default set to English (United States) and the Time Zone needs to be changed to (UTC -06:00) Central Time.

# Outlook® Web App

Choose your preferred display language and home time zone below.

Language:

English (United States)

Time zone:

(UTC-05:00) Eastern Time (US & Canada)

 save

5. Click Save
6. You will now be taken to the mail interface and your inbox.