# Office 365 Log-in Instructions

Effective Wednesday, January 6th, 2016, at 10:00 pm MST in an effort to provide a more reliable service for our staff, we will be transitioning to a new email service, Microsoft Office Exchange 365. With this transition, a few of the benefits you will see with this change are:

- Each user will have 50 GB mailbox and unlimited archival space.
- This will eliminate any downtime with mail due to space issues, as we have encountered earlier this year. This will create a more stable email environment.
- Functionality of Outlook will remain the same.

To log-in to Microsoft Office Exchange 365:

1) Go to https://login.microsoftonline.com/ using your preferred web browser (i.e. Internet Explorer, Chrome, Firefox, etc)
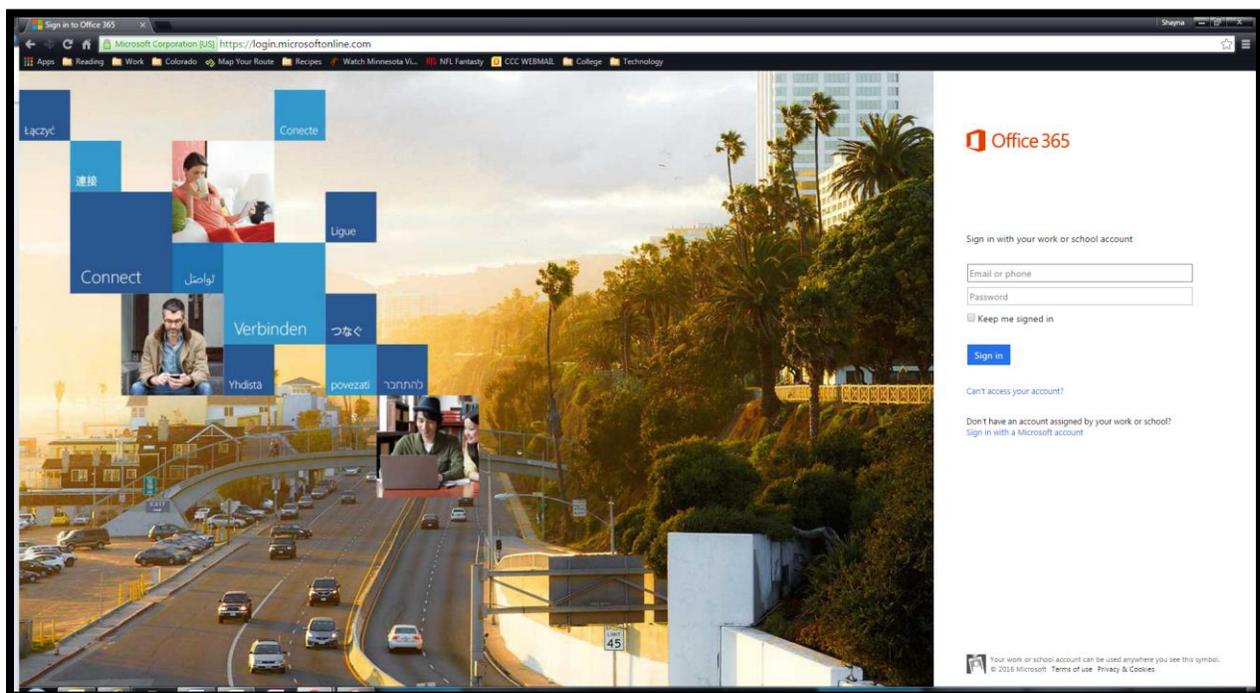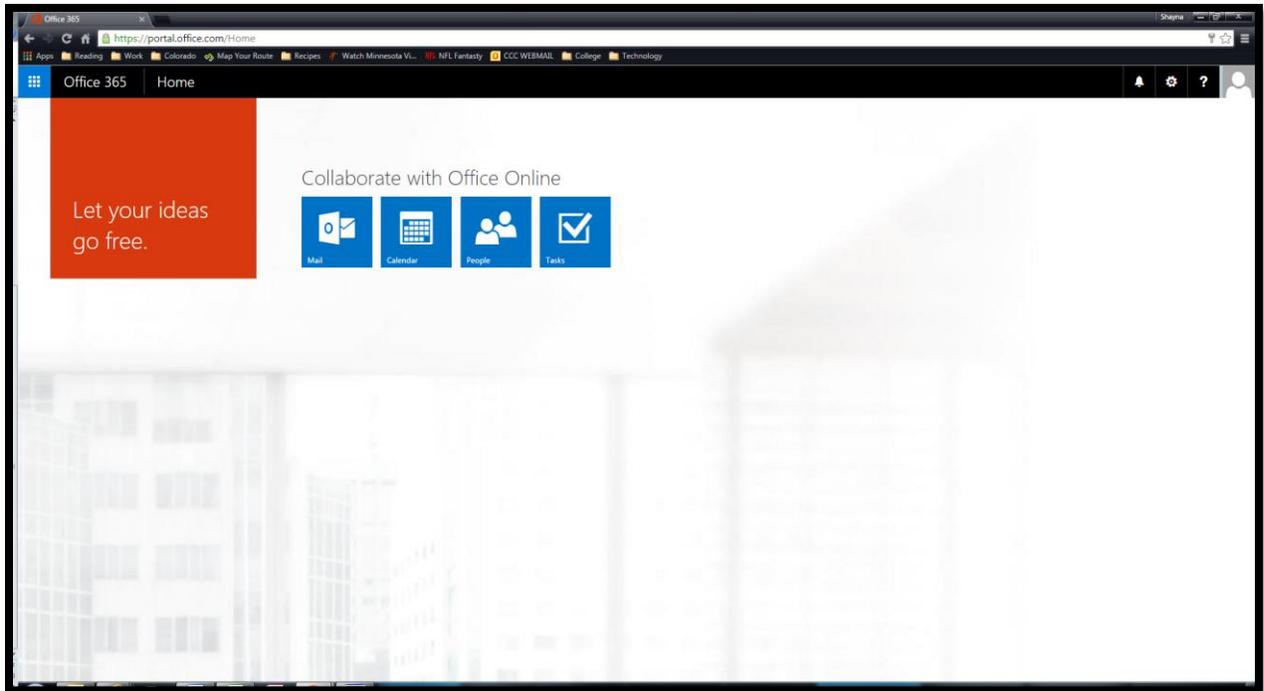

2) Type your full email address into the "Email or phone" box (i.e. sshabatura@denverconvention.com)

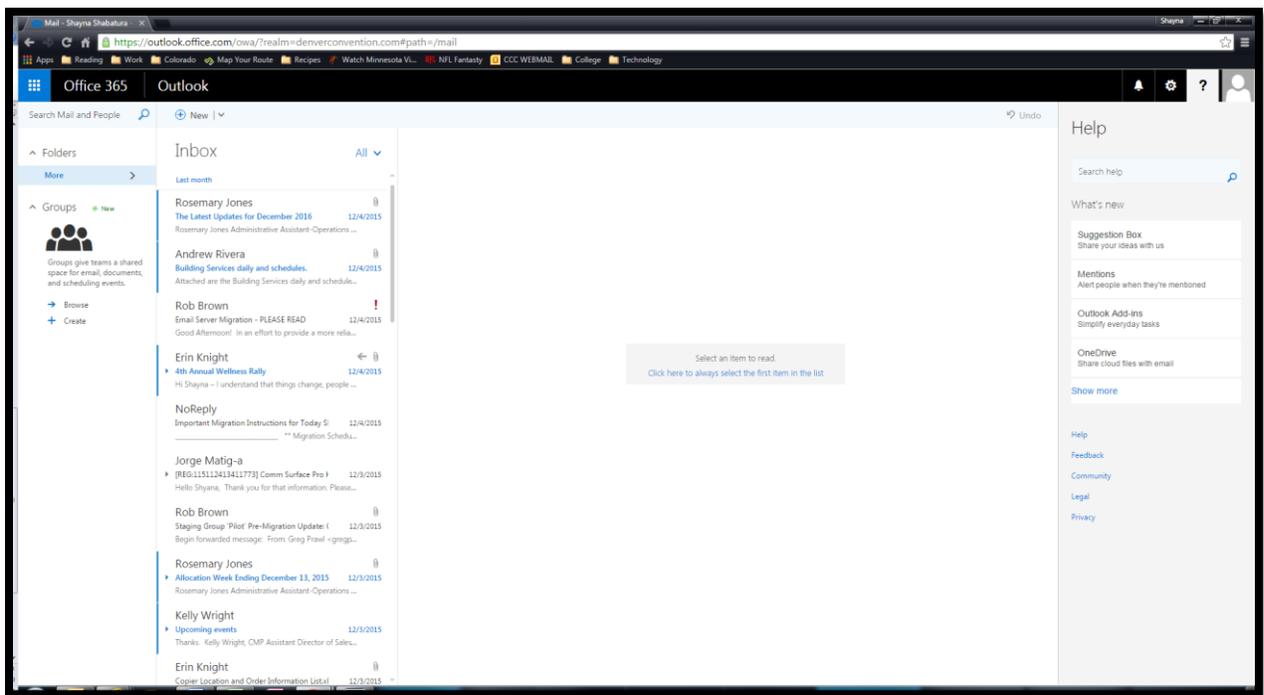3) Type your password into the Password box

4) Select the "Keep me signed in" box if you wish to remain signed in

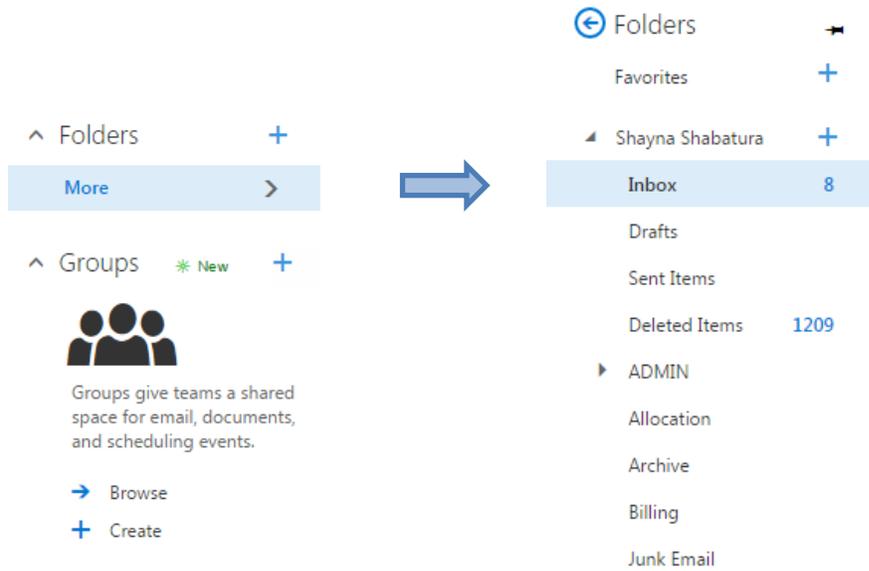5) You will be directed to this Office 365 Portal

6) To access your e-mail, click on the "Mail" icon

7) This will load your Inbox via https://outlook.office.com/owa/?realm=denverconvention.com#path=/mail

- On the left-hand side, there is a column where you can access your Folders by clicking "More"

- On the right-hand side is where, by clicking on the icons (gray person, question mark, Settings symbol, and Notifications symbol), you can access several properties including your Profile Picture, About Me, Display Settings, Theme, Options, etc.
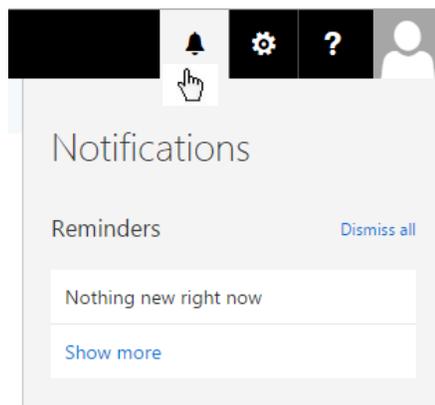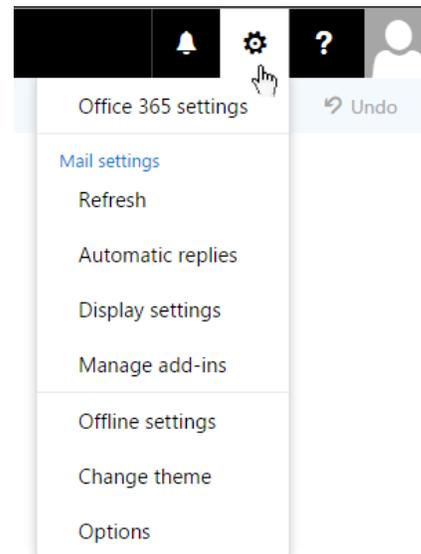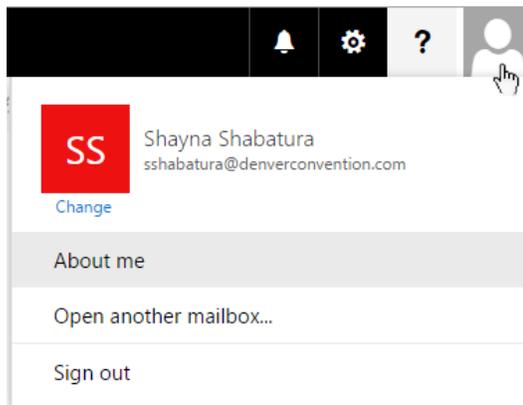
8) To Sign Out, click on the top right corner gray person icon, and click "Sign Out"