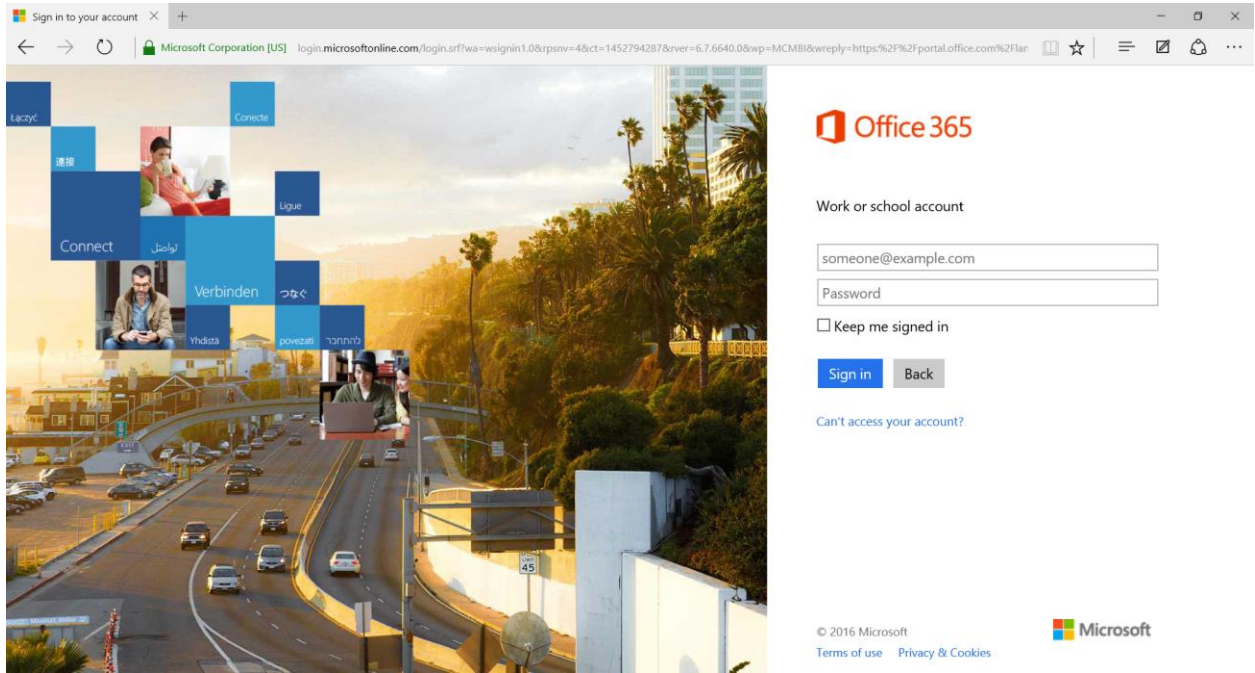
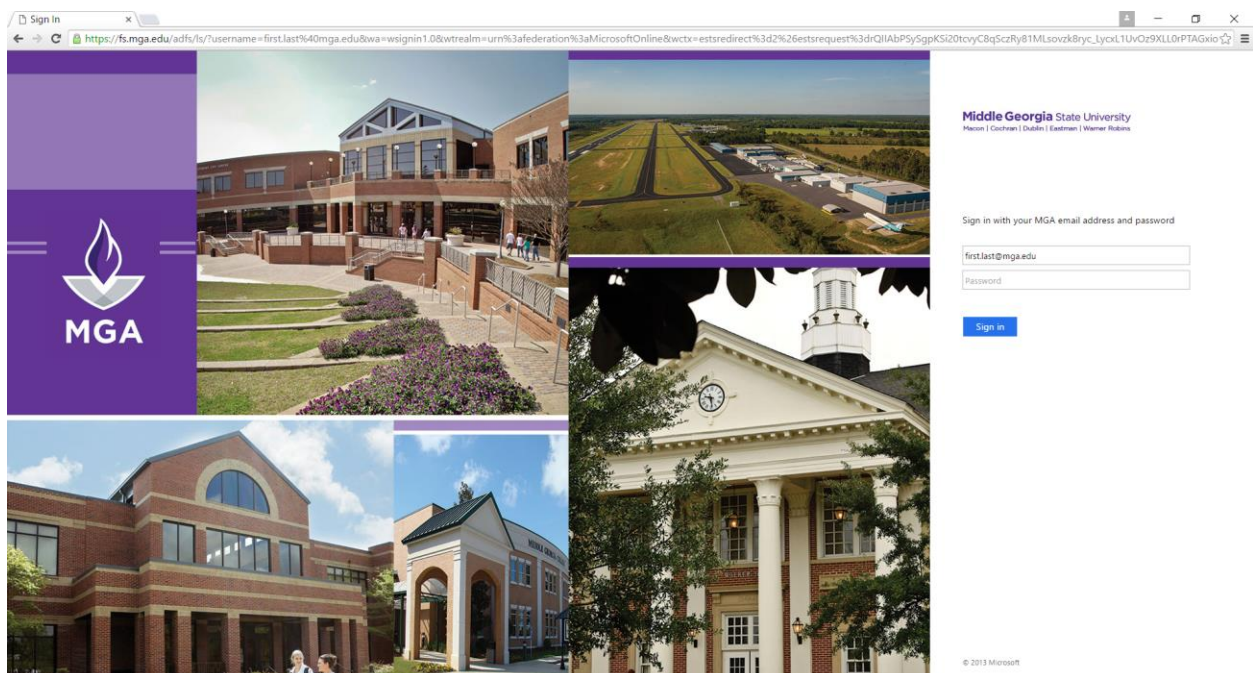


Instructions for logging on to Office 365

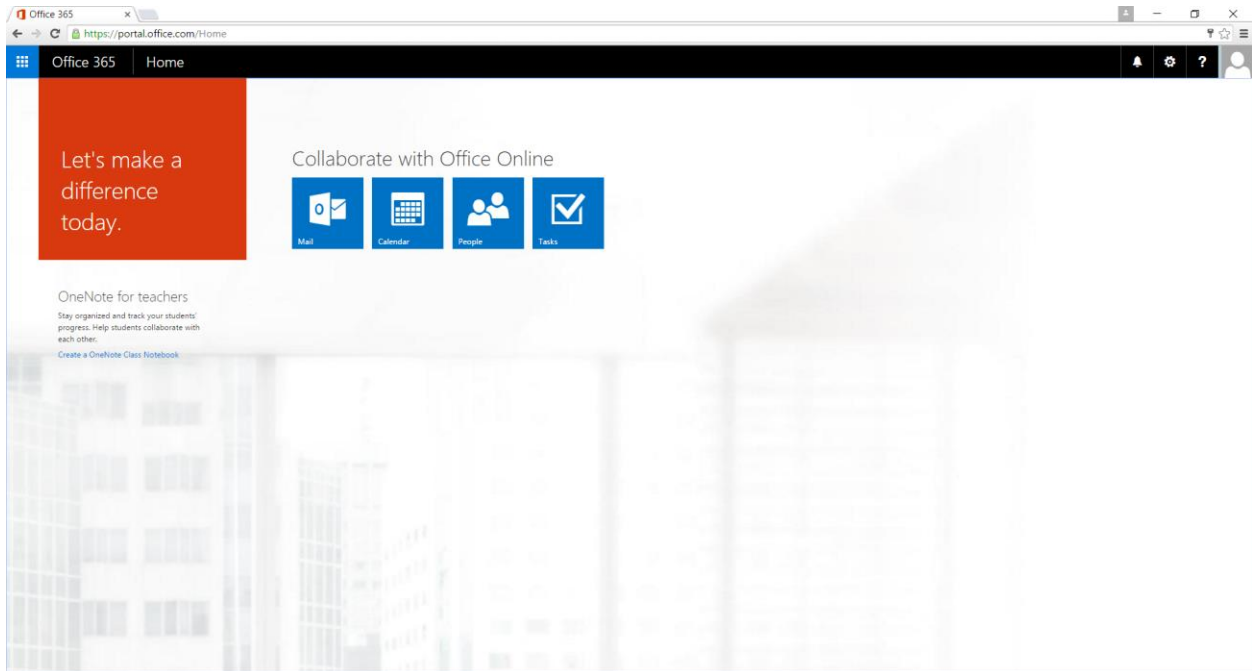
- Log on to <https://login.microsoftonline.com>



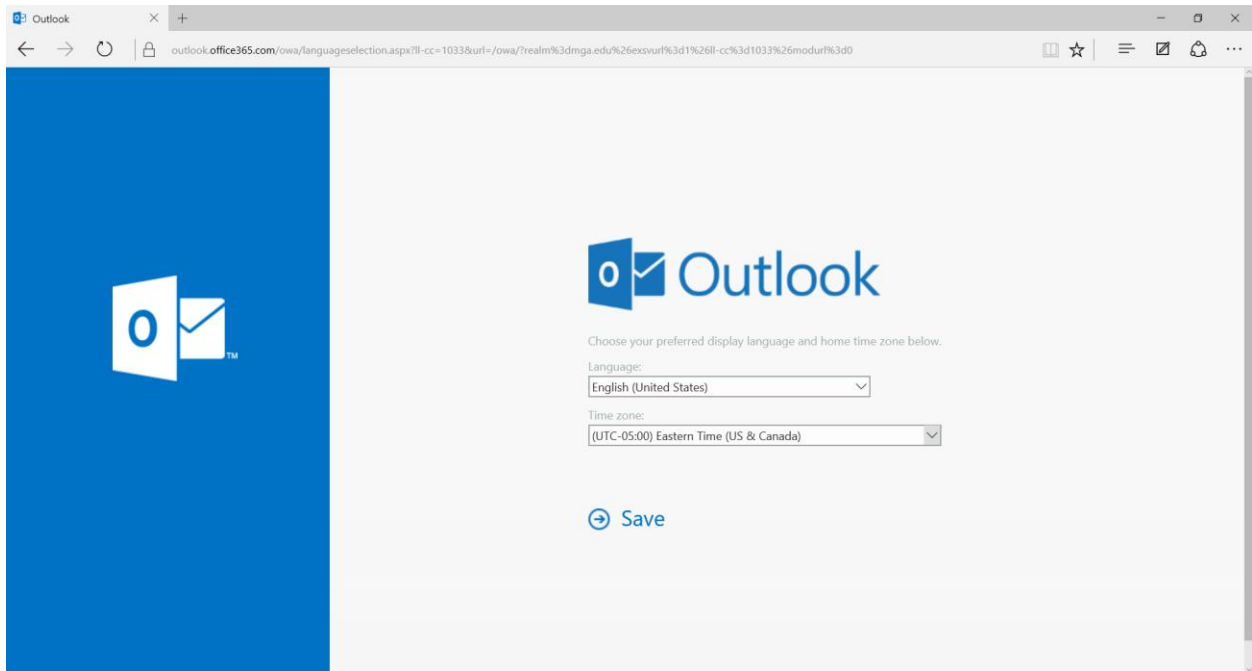
- Type in your current username (ex: first.last@mga.edu) and your password. You will be redirected to the MGA splash page.



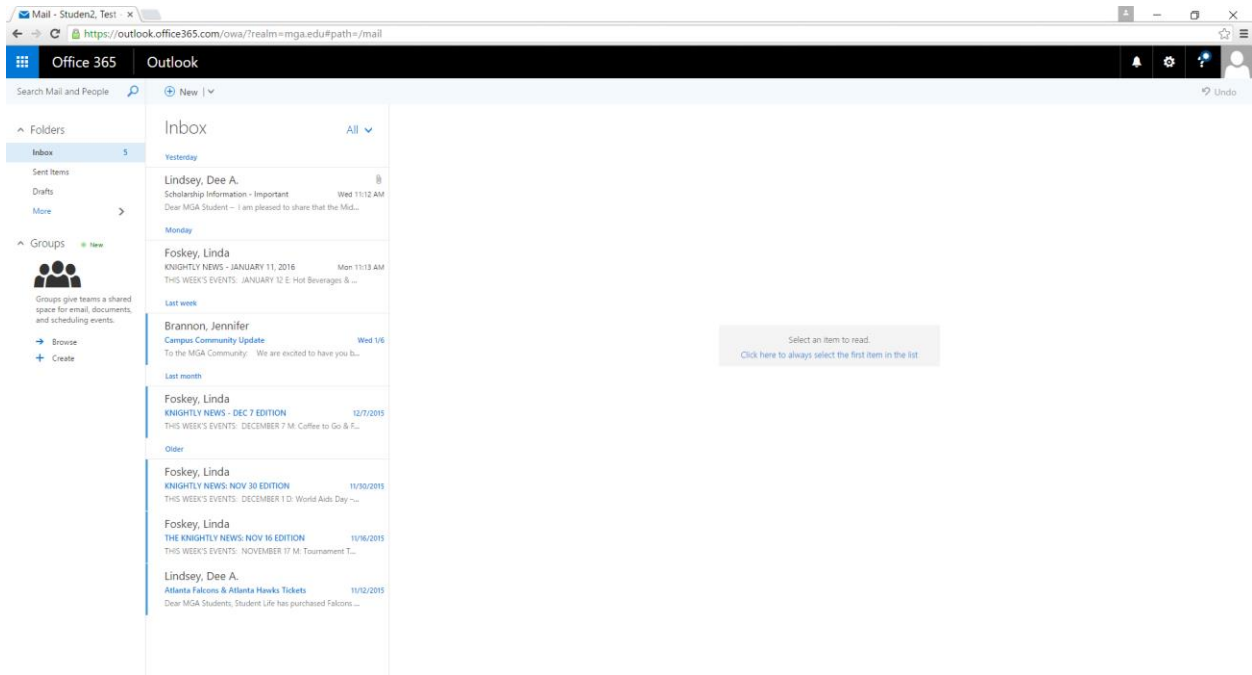
- Once you put in your username and password you will be logged into your Office 365 account. You can click on any of these apps for your access to your mail and whatever else is allowed for your account.



- Click on the Mail App. On your first login you will be prompted for your Language and your time zone.



- After selecting this click “Save”. You will now be placed into your mailbox.



If you would like to install Office 365 for Desktop onto your computer please follow this link and it will walk you through what you need to do for both PC and Mac. This will help allow your current office applications to work better with Office 365. This should only apply to Office versions 2010 or earlier. If you have Office 2013 or later then your Office software should already work perfectly with Office 365.

<https://support.office.com/en-us/article/Set-up-Office-2010-desktop-programs-to-work-with-Office-365-for-business-3324b8b8-dceb-45e2-ac24-c642720108f7?CorrelationId=c657f05e-a29e-4891-8963-979432f2c2e8&ui=en-US&rs=en-US&ad=US>

For external programs and software that you may be using, here are the IMAP and SMTP settings. We do not offer POP.

POP setting

Access disabled

IMAP setting

Server name: outlook.office365.com

Port: 993

Encryption method: SSL

SMTP setting

Server name: smtp.office365.com

Port: 587

Encryption method: TLS