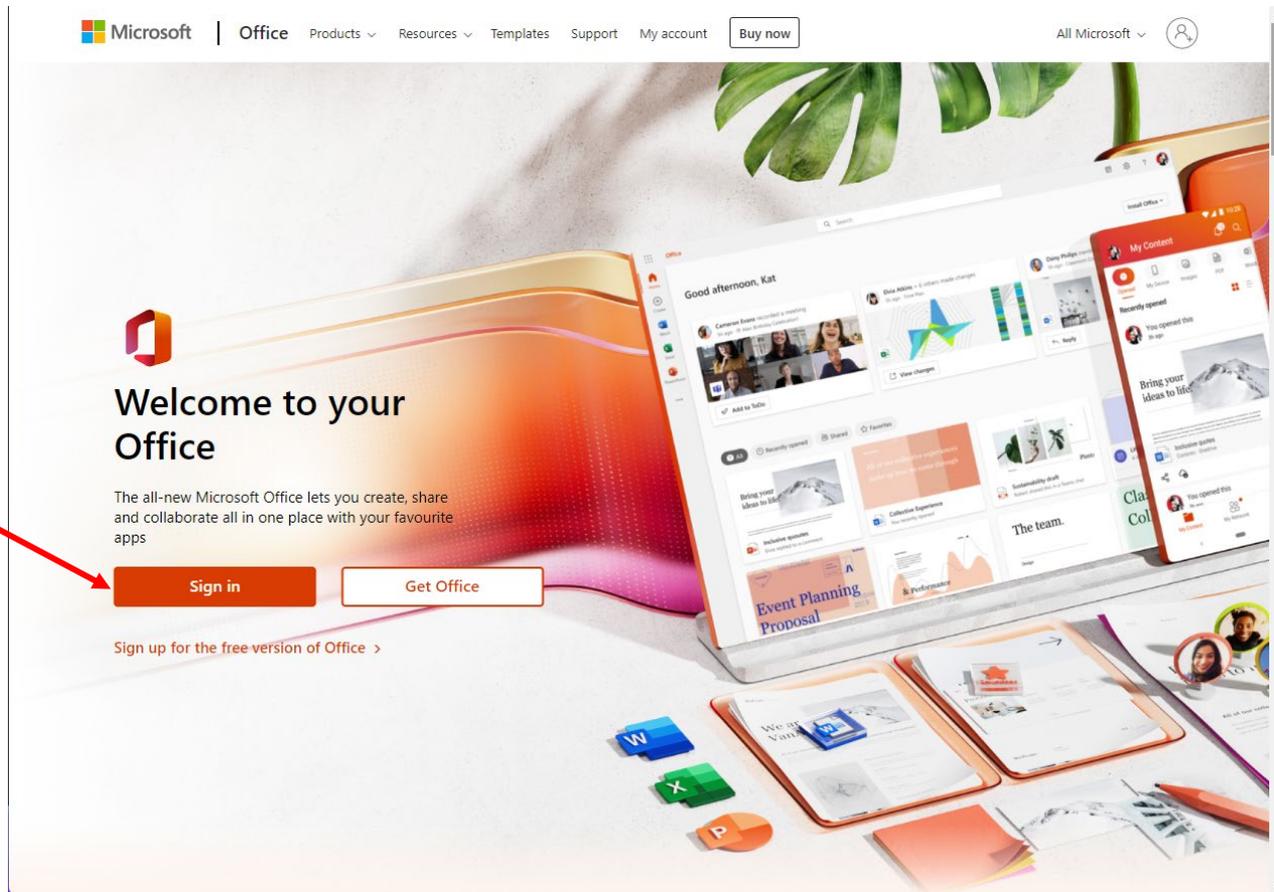


HOW TO ENABLE MICROSOFT 365 EMAIL

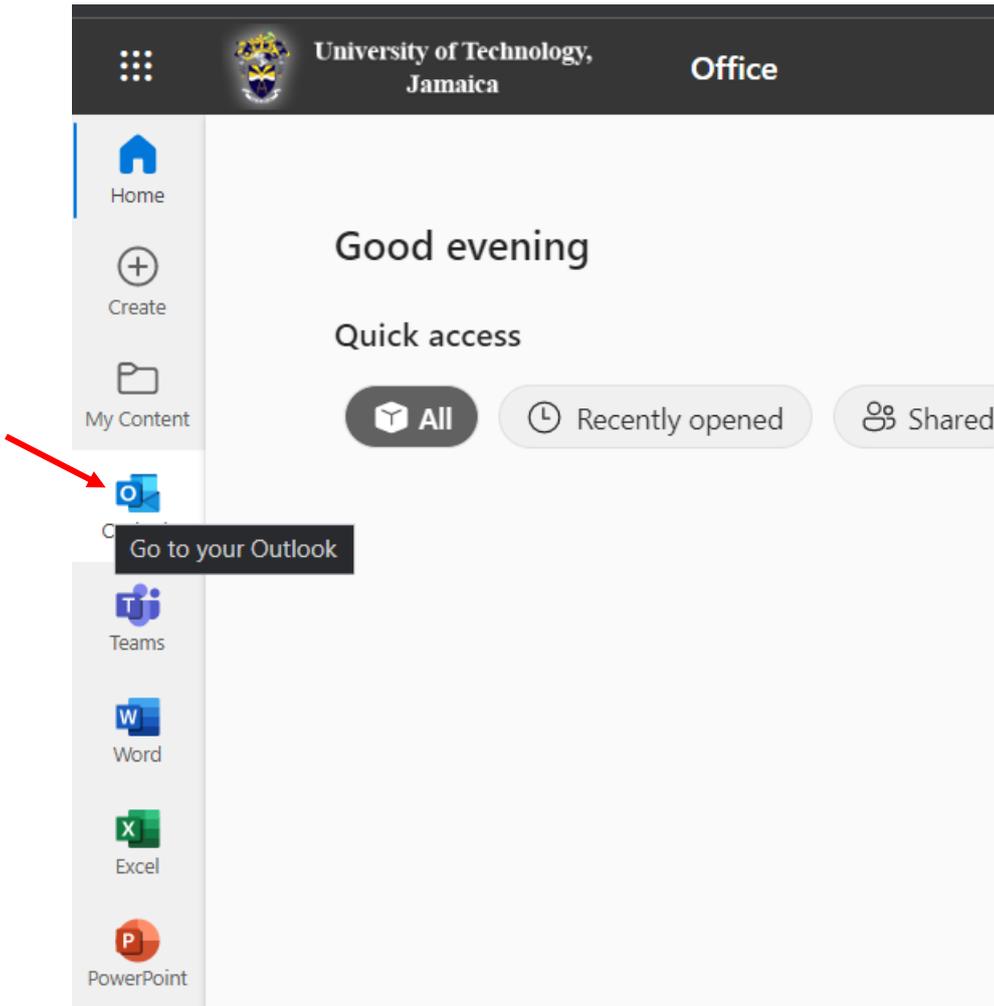
1. Access the M365 portal <https://office.com>



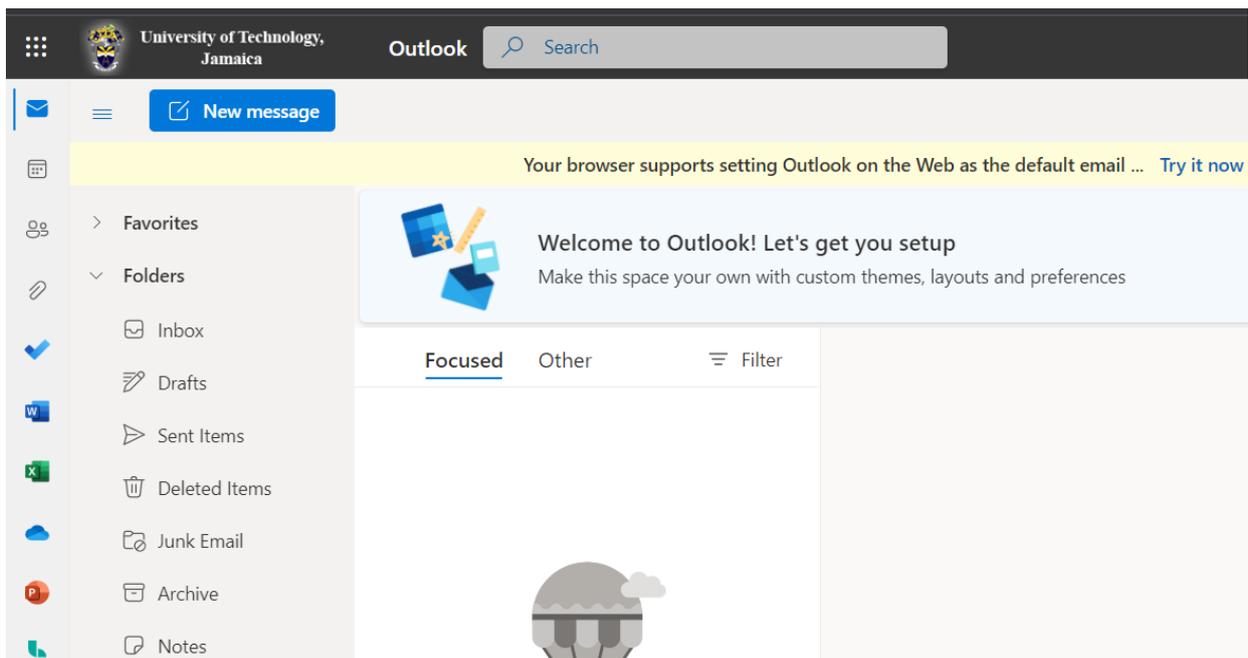
2. Enter your UTech username; if it is not already there, enter your password.

A screenshot of the Microsoft 365 sign-in page for the University of Technology, Jamaica. The page displays the university's logo and name. Below the logo, the email address 'john.doe@utech.edu.jm' is entered in the 'Enter your name or phone number' field (indicated by a red arrow). The 'Enter password' field is empty (indicated by a red arrow). Below the password field, there are links for 'Forgot my password' and 'Sign in with another account'. At the bottom, there is a blue 'Sign in' button.

3. On the left side of the portal, select the Outlook Icon



4. After a few seconds, your email should begin to auto-populate the inbox.



Please note that your email interface might look different depending on your computer's operating system (OS). Because this software is cloud base you can access it from a device running any OS

- a. If you don't see you do not see the above-described action happening, please call the NOSS department.