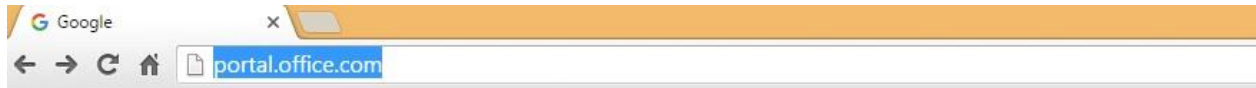


# How to check webmail on Office 365 from anywhere in the world.

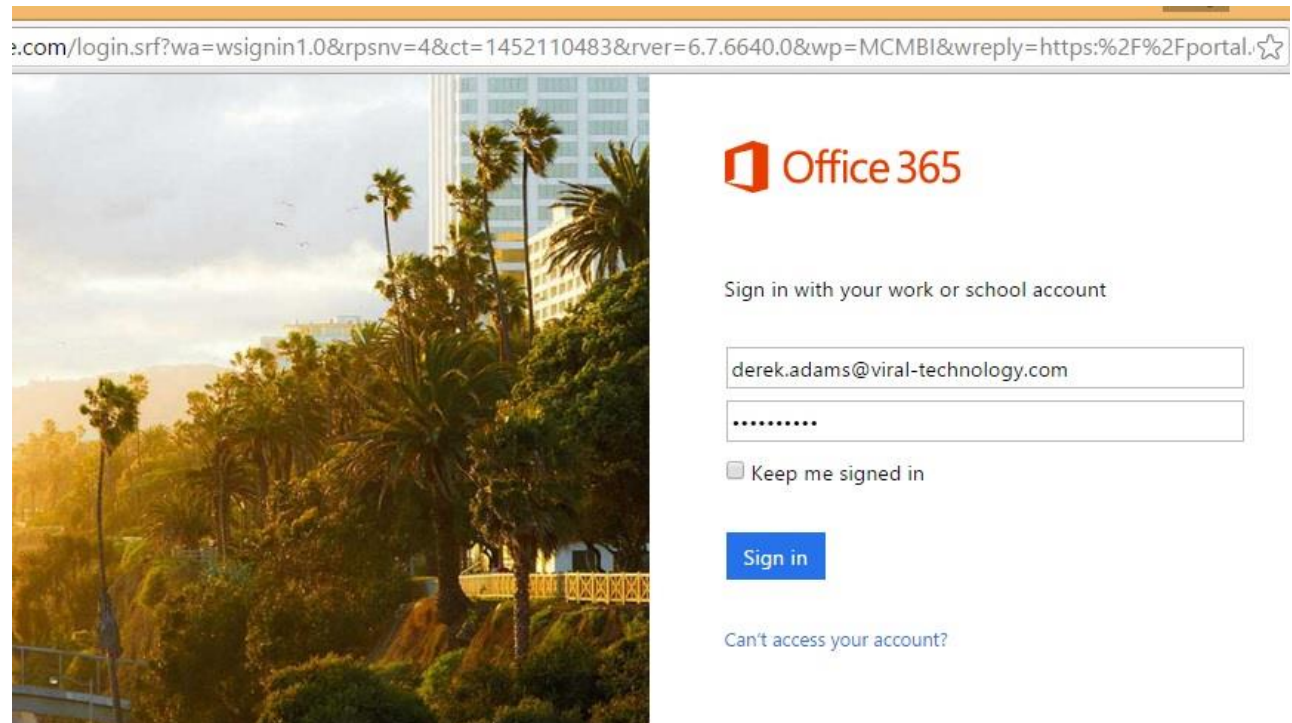
Step 1.

Please type portal.office.com into your web browser



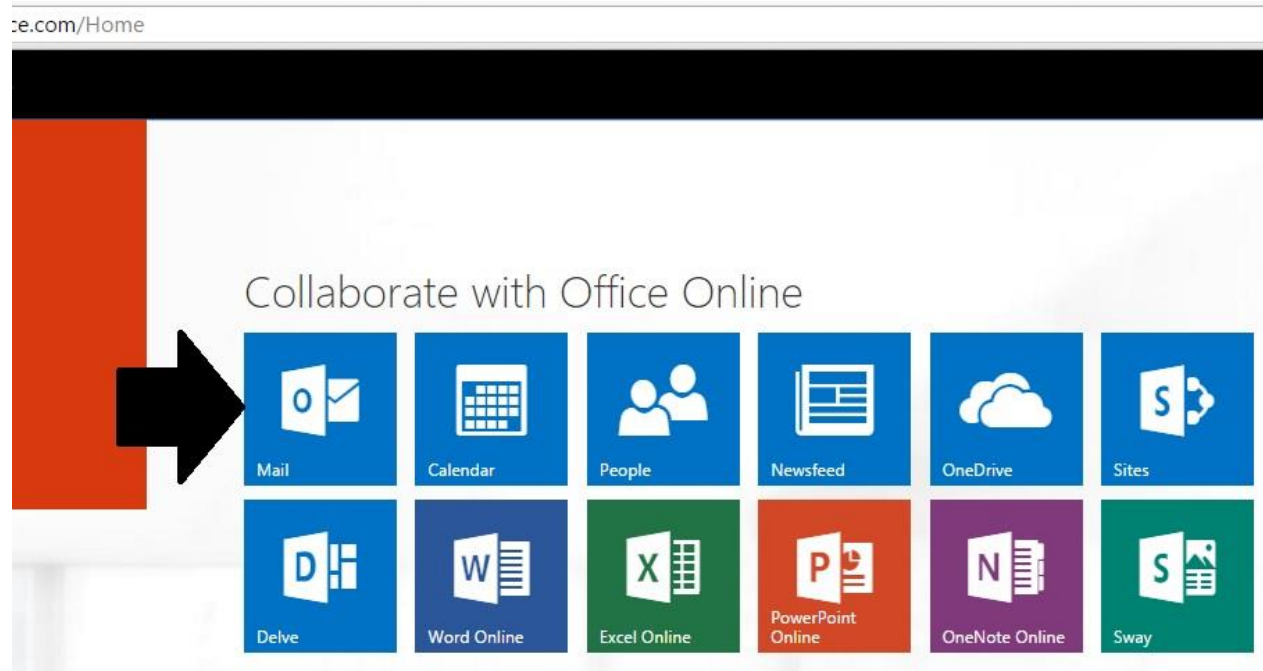
Step 2.

Enter your email address and Password. In this example I used "[Derek.Adams@viral-technology.com](mailto:Derek.Adams@viral-technology.com)"



Step 3.

Once logged in you'll enter the landing page where you then select Mail.



After selecting Mail you will then be logged into your Outlook Web Access



Opening your mailbox...