

Partnership Office 365 Email and SharePoint (Forms)

Print these instructions for reference

Important Notes:

1. Once your account is migrated, you will no longer be able to login to your email or MultiSite using management\site\login.
2. Your login will now be your site email address Ex. aldersgate@partnershippm.com
3. Your email address can be found in the bottom right corner of your desktop.
4. You will be required to authenticate using Multi-Factor Authentication (password + phone call) every sixty days.
5. If you have any issues, please submit a helpdesk ticket.

Logging in

You will use the new links on the bottom right of the Employee Portal called "Office 365 Webmail" and "Office 365 SharePoint".

Office 365 Webmail

[Click here to login](#)



Office 365 SharePoint

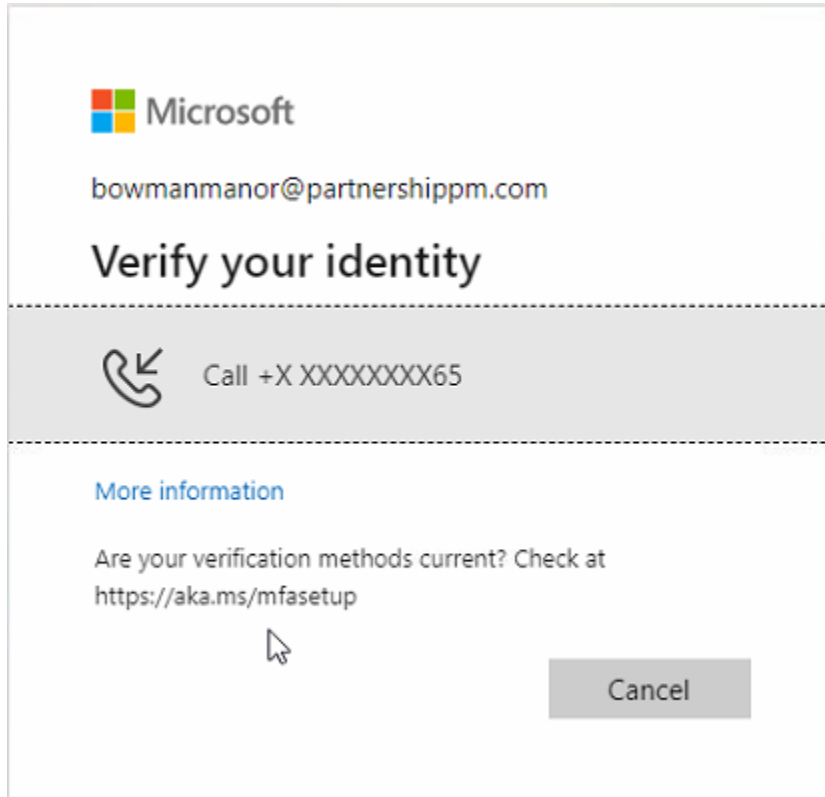
[Click here to login](#)



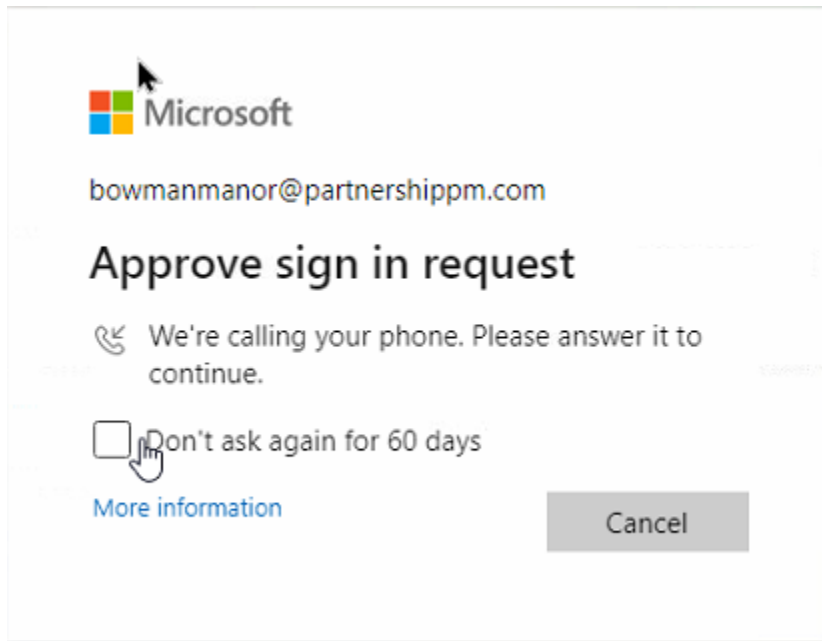
1. Enter your email address and click next.

The screenshot shows the Microsoft sign-in page for Outlook. At the top left is the Microsoft logo. Below it, the text reads "Sign in to continue to Outlook". There is a text input field labeled "Email, phone, or Skype" with a blue underline. Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the page is a blue button labeled "Next".

2. Enter your current email password and click next.
3. On the verify your identity screen (below), click to call your office phone (If your phone number is incorrect, please submit a helpdesk ticket).



4. The image below will appear while you are receiving the phone call. Click the “Don’t ask again for 60 days” box to limit this process to every 60 days.



5. Answer the call from Microsoft and follow the instructions.

Very Important Note:

If you receive a call from Microsoft and are not trying to login to your email account, **DO NOT** approve the login. **Contact IT immediately.**

You are now signed into the new Office 365 email.

If you have any issues or questions, please submit a helpdesk ticket.