## How to sign in Microsoft 365

 Go to 総合情報処理センター (General Information Processing center) website and click [ウェブメ ール] on the menu. You can also type the URL below in the browser's address bar. https://portal.office365.com/

[Note: Keep in mind that any other ways to access Microsoft 365 might fail, so you need to access Microsoft 365 via the center website or type the URL directly. You can bookmark the URL for subsequent access.]

## 2. Enter your Email address and click [Next].

🖥 🗗 👖 Sign in to your account X + 🗸		-	٥	×
E -> O a B https://ogin.microsoftonline.com/vertice/event/section/energy Based and the event of	- 🗆 🖈	1≐	h e	
and the second sec				
and the second sec				
Microsoft				CO SER
Sign in				
mean and the second of shims are used				
No account? Liteate one!				
Can't access your account?				
Sign-In options				
Back Next	The Serve			A ALAN
	ANVA STA			AN B
	CON SOL	Lus		
子家。4.3.1/于学校的公开言义的意义。在19月1日,在19月1日,在19月1日,Add Add Add Add Add Add Add Add Add Add	AT SAL	Tate		3
	Stal			E SIL
				N.
안녕 지수 않지 그 가는 것이 없는 것이 같은 것이 많은 것을 가지지 않는 것을 다 가지 않는 것을 다 같은 것을 다 나는 것을 것을 다.	Terms of use	Privac	y & cookie	es

3. Enter your password and click [Sign in].

🔁 🖅 Sign in to your account 🗙 🕂 🗸						-	٥	×
← → Ů ඣ Å https://login.microsoftonline.com		· · · · ·			: 💷 🕁	t h	B	
And the second se	and the second							
and the second s								
and the second se	and the second second							
and the second of the second o		State of the local division of the local div						-
and the second				-				
	Microsoft	100						So.
	← monate négos nél\\stamone une.							
and the second	Enter password							
A State of the second se		·						
	Forgot my password							
All And Market States and States		Circu in						
the second s		Sign III						A
AS TONE AND A DECEMBER OF A		di ta		MAM	ANK-			
and the state of the	the LANDARD	哥伦坦安国家		AV IVAL	A Mark	MARS -		
	AS CARSANDER I	V K KANA			10-12-51	THE PAR		1
A CALL AND THE ACTION OF THE	结合的发展的发展的表达分子		新加坡的科学校	131161	1 Contraction			
A CALLER AND A CAL		SVA AVERA			1200			
AR STAR				Ale				
ALL CALLER AND AND ALL AND A	A HANDA MALA				Terms of u	ise Privacy 8	k cookies	44
					ients of c	Se Privacy c	C COOKICS	

4. If you are signing in Microsoft 365 on a shared computer, then choose [No].



## 5. Click [Outlook].

🖻 🖅 🚺 Microsoft Office Home 🗙 🕂 🗸									-	
$\leftarrow$ $\rightarrow$ O $\textcircled{a}$ $\textcircled{https://www.office.c}$	om/?auth=2							□ ☆	¢ L	B
III Office 365		Search				6.9		0	0 @	? 0
Good aftern	oon, 太郎						Ins	tall Office $\vee$		
+ Start new ~	Outlook OneDrive V	Nord Excel	PowerPoint	N OneNote	SharePoint	Teams	S Sway	→ All apps		
Recent Pinned	Shared with me Discover	r					<b>⊤</b> Uple	oad and open		
		a								
	Share and	No recent d collaborate with others. ↑ Upload	online Office To get started, cre to upload and ope d and open	documents ate a new docur n. New ~	s ment or drag it he	re				
Q OneDrive	Let Microsoft Edge save and fill y More info	our password for this site	e next time?		Sav	e N	vlever ×		🗯 Feedb	əack 🗸

6. Click the setting icon in the top right corner. Then click [View all Outlook settings] at the bottom of [Settings] menu.

唱	🔁 🚺 Microsoft Office Ho	me of Mail - 島大 太郎 - Out	× + ~				-	٥	×
$\leftarrow$	$\rightarrow$ U $rac{a}{b}$	https://outlook.office.com/mail/inbox				□ ☆	☆ &	ß	
	Outlook	,∕⊃ Search		$\times 11 \times$	67	6 7	? 2	٥	Q.
=	New message					Settings			×
~	Folders	Inbox ★	Filter ~			Q Search Outloc	k settinas		1
	Inbox								
0	Drafts					Theme		-	3
⊳	Sent Items								
٢	Snoozed					•	m.fr		
Î	Deleted Items						AND DESCRIPTION OF	0.90	
$\odot$	Junk Email					view all			
▣	アーカイブ					Dark mode ①		•	D
	Archive					Focused Inbox ①		•	$\supset$
	Conversation Hist					Display density ①			
	Notes	You're all caught	up.			•=== -	=	_	
	RSS Subscriptions							_	
	Trash					Full M	edium (	ompact	
	New folder					Newest message	es on top		
>	Groups					0			
í						View all Outlook set	tings 🖾		
https;	//to-do.office.com/?auth=2&fror	nOwa=true&auth_upn=	.shimane-u.ac.jp						

7. On the first sign-in, you need to set up your time zone. On the left pane, choose [General] and [Language and time]. Then, change the time zone to (UTC+09:00) Osaka, Sapporo, Tokyo, and click [Save].

🔁 🖅 Microsoft Office Home of Mail -	島大 太郎-Out × + ∨			-	٥	×
$\leftrightarrow$ $\rightarrow$ O $\textcircled{a}$ $\textcircled{https://outlook.office.}$	com/mail/options/general/timeAnd	Language 🔲 📩	7	`= <i>l</i> ~	ß	
III Outlook			?	2		
E New messa Settings	Language and time	Language and time	×			
<ul> <li>Folders</li> <li>Peders</li> <li>Search settings</li> <li>Inbox</li> <li>General</li> <li>Drafts</li> <li>Mail</li> <li>Sent Items</li> <li>Calendar</li> <li>Snoozed a<sup>A</sup> People</li> <li>Deleted Iter</li> <li>View quick settings</li> <li>Junk Email</li> <li>P-jrd7</li> <li>Archive</li> <li>Conversatio</li> <li>Notes</li> </ul>	Appearance Notifications Categories Accessibility Mobile devices Storage Privacy and data	Language         English (World)         Date format (for example, September 1, 2020 is displayed as follows)         1 Sep 2020         Time format         01:01 - 23:59         [UTC+09:00] Osaka, Sapporo, Tokyo         The current time zone for your working nours is tzone://Microsoft/Custom.         If you're going to remain in the (UTC+09:00) Osaka, Sapporo, Tokyo time zone permanently, change your working hours to match that time zone.         Update working hours				
RSS Subscri Trash New folder Groups https://to-do.office.com/?auth=2&fromOwa=true&auth_upn=	.shimane-u.ac.jp					

## 8. Email inbox will come up.

6	E Microsoft Office Hor	me of Mail - 島大 太郎 - Out >	< + ~
$\leftarrow$	$\rightarrow$ 0 a A	https://outlook.office.com/mail/inbox	
	Outlook	,∕⊃ Search	
=	New message		
~	Folders	Inbox ★	Filter 🗸
	Inbox		
0	Drafts		
$\mathbb{A}$	Sent Items		
•	Snoozed		
Û	Deleted Items		
$\odot$	Junk Email		
e	アーカイブ		
	Archive		
	Conversation Hist		
Q	Notes	You're all caught up	D.
	RSS Subscriptions		
	Trash		
	New folder		
>	Groups		
57	<b>m</b> .8 .4		
	iii x ≪		