

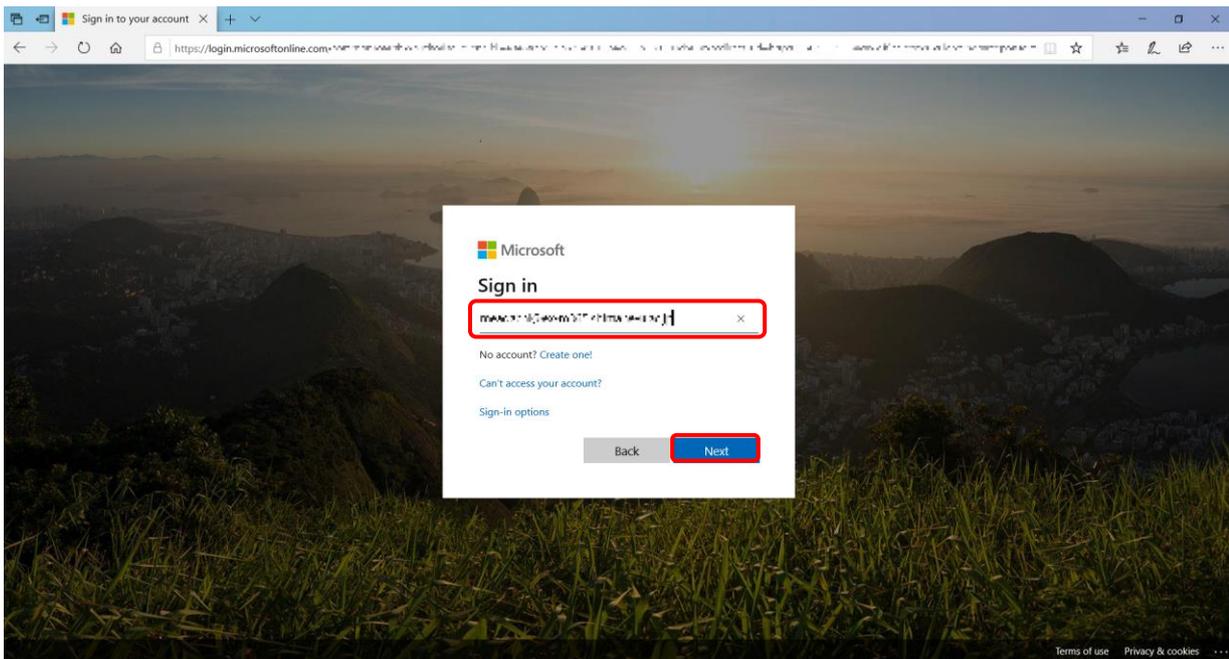
How to sign in Microsoft 365

1. 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.

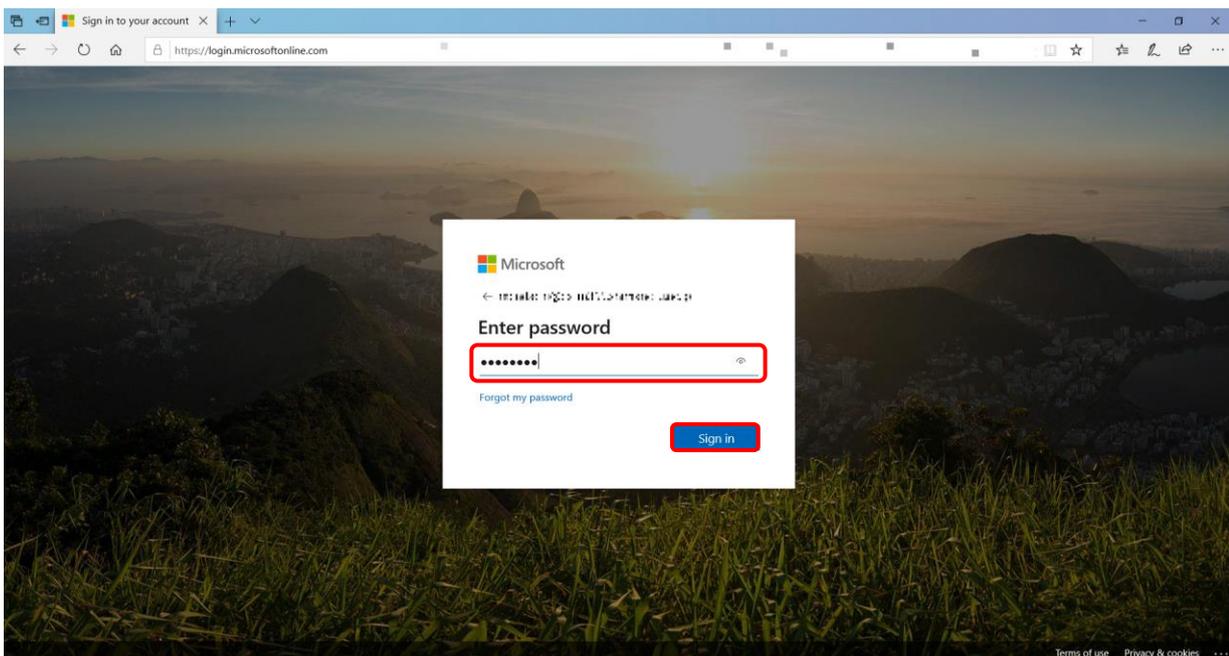
<https://portal.office365.com/>

[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.]

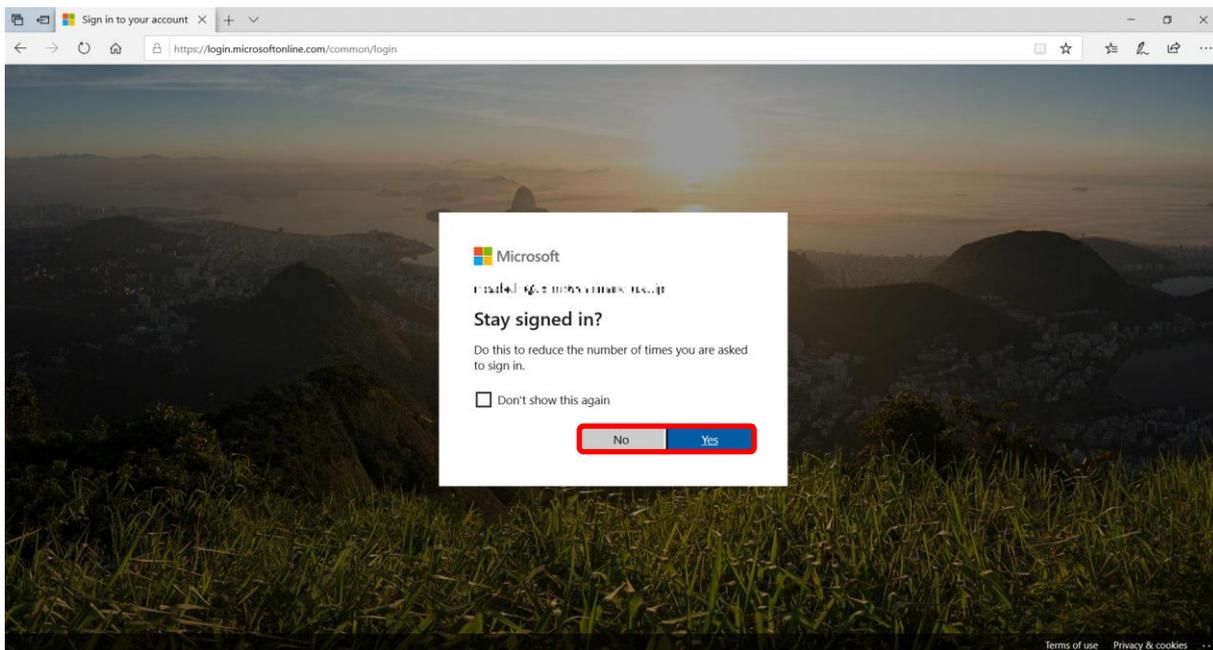
2. Enter your Email address and click [Next].



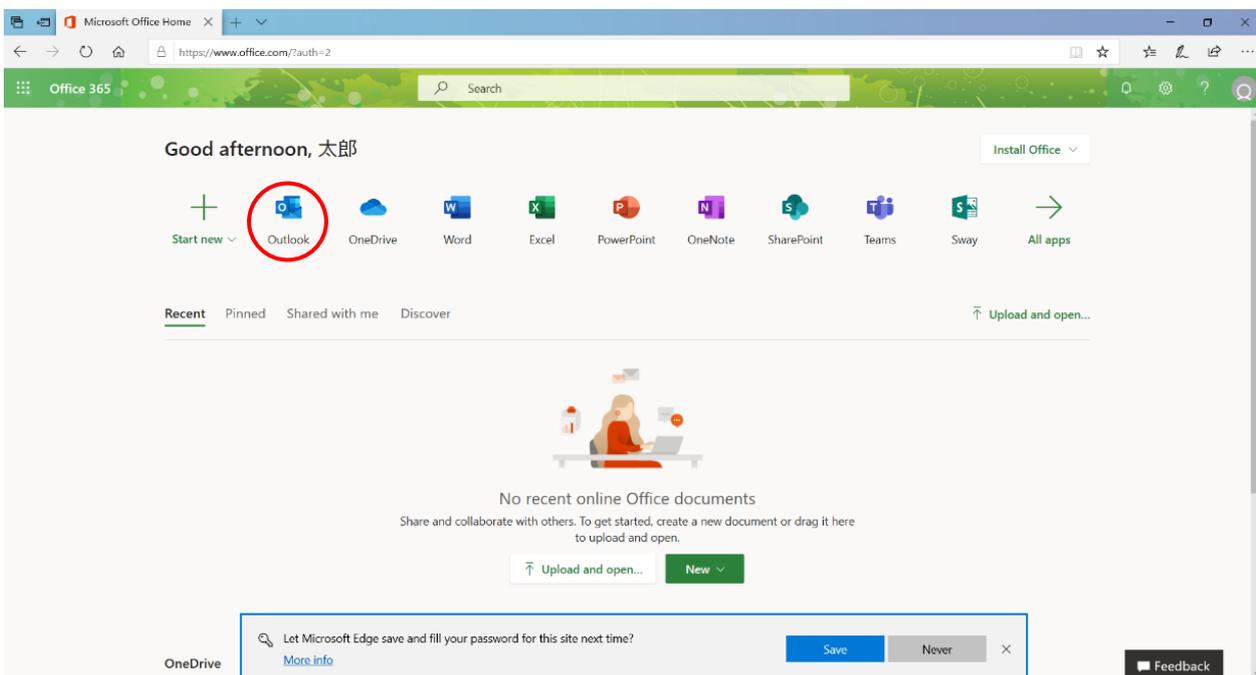
3. Enter your password and click [Sign in].



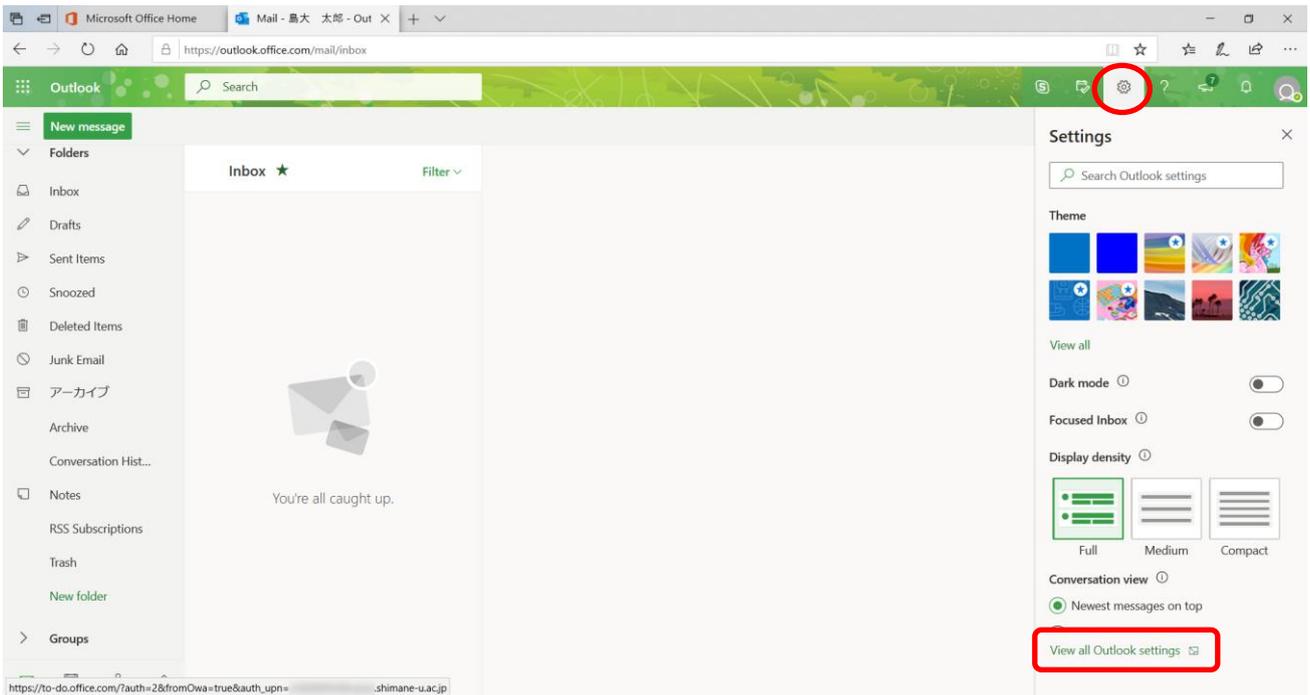
4. If you are signing in Microsoft 365 on a shared computer, then choose [No].



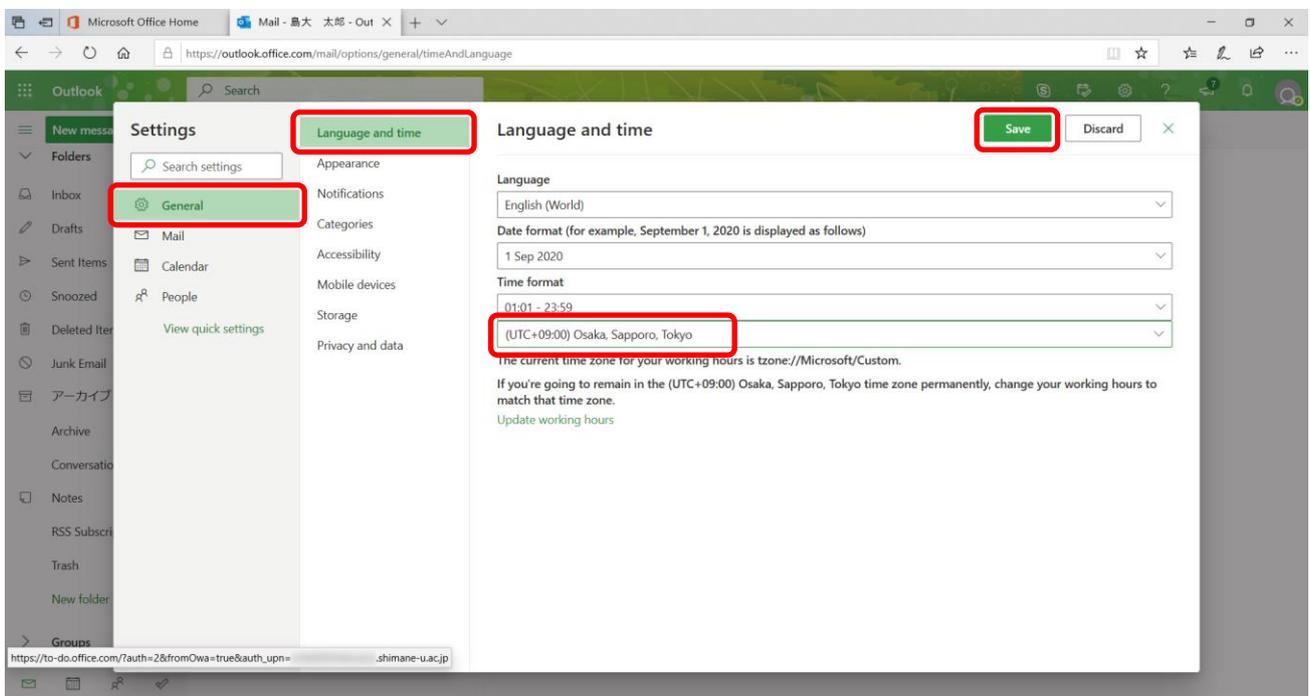
5. Click [Outlook].



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



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].



8. Email inbox will come up.

