

# Welcome to Microsoft Office 365!

Online Portal Link (Outlook Web Access): <http://portal.office.com>

If you use your email only through your web browser (Internet Explorer, Firefox, Chrome, and Safari) then the link above is where you will go to access your email.

Your username is your email address (typically “first initial last name@yourdomain.com”) Example: John Doe would use a username of [jdoe@yourdomain.com](mailto:jdoe@yourdomain.com)

Your password will be provided to you.

## Outlook Setup Instructions

Instructions for setting your Microsoft Outlook mail client software can be found [here](#) on the Microsoft Support Website.

**NOTE: These instructions are for users that access email from their local machine. Setup for users on our MyGrid hosted infrastructure will be handled by our service technicians on the morning of your migration.**

## Mobile Device Setup Instructions

Instructions for setting your Microsoft Outlook mail client software can be found [here](#) on the Microsoft Support Website.

\*\*\*\*If these steps do not work or you need any assistance for any reason, please contact our office for further assistance by dialing 702-318-7700 and selecting Option 1 for support\*\*\*\*