



Title:

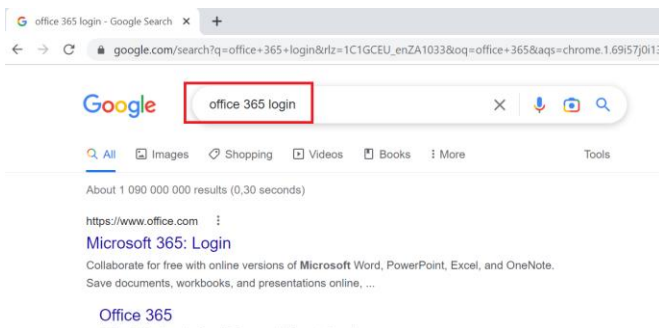
Single sign-on Microsoft Office 365

Summary/ Intro:

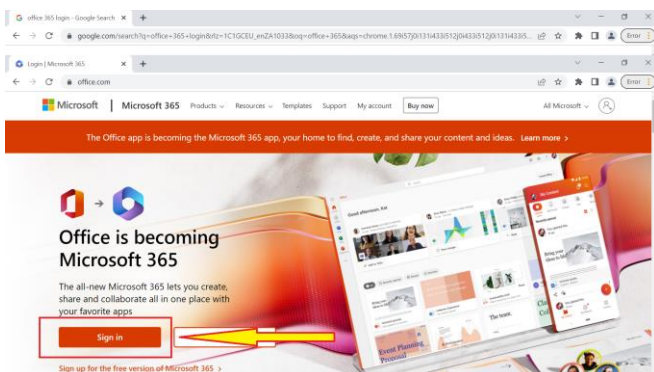
When MS Outlook and MS Teams are not working the way it should users can opt to use them online until their Apps are fixed

Steps:

Step 1. Go to Google and search “Office 365”, find the one that says MICROSOFT 365: Login and click it to open.



Step 2. When the MS 365 page opens click on “Sign in”





Step 3. After clicking on “Sign in” Microsoft will return a **page** to sign in using your Eskom e-mail address

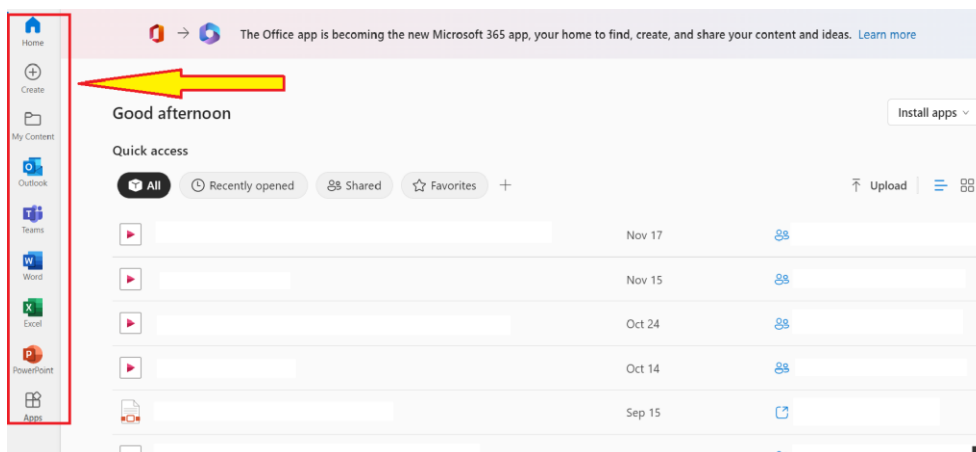
Step 4. Enter your “**Eskom e-mail address**” and click next

Step 5. **MOST IMPORTANT STEP!!!!** Microsoft will ask you to “**Stay signed in**” therefore you will “**Tick the box**” that say “**Don’t show this again**” and click “**yes**”



Step 6. On your left you will notice the applications that you are looking for

MS TEAMS and MS OUTLOOK, click on either and it will work online just like the ones installed on your computer



Conclusion (Optional):

Please be aware you will need to be connected to the internet to use this resource as its name says (**Online 365 log-in**), you can also access your meeting recordings in “**Step 6**” if this tutorial

References (Optional):

<https://www.youtube.com/watch?v=l8taqQzzsSA>

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