**How to Access the Contoso Company Portal**

**Step 1: Open Your Web Browser**

* Launch your preferred web browser such as Google Chrome, Microsoft Edge, or Firefox.

**Step 2: Go to the Contoso Portal Website**

* Type the following URL into the address bar:

text

https://portal.contoso.com

* Press **Enter**.

**Step 3: Sign In with Your Contoso Credentials**

* Enter your company email address (e.g., [yourname@contoso.com](mailto:yourname@contoso.com)) as your username.
* Enter your network password.
* Click **Sign In**.

**Step 4: Complete Multi-Factor Authentication (if required)**

* If prompted, follow the steps to verify your identity using your authentication app or a code sent to your device.

**Step 5: Use the Portal**

* Once logged in, you can access company resources such as news, HR tools, IT support requests, and collaboration platforms.

**Step 6: Log Out When Done**

* Click your profile icon and select **Sign Out** to secure your account before closing the browser.

**Need Additional Help?**

If you have any questions or encounter any issues while accessing the Contoso portal, please reach out to the IT support team. We are here to assist you with any technical questions or problems.

**Contact IT Support:**

* Email: [it.support@contoso.com](mailto:it.support@contoso.com)
* Phone: (Your company’s IT phone number, if applicable)
* Internal Chat: Reach out via your company’s preferred messaging platform

If you want, I can also help format this as an HTML document or add step-by-step screenshots for easier guidance.

**Citations:**

1. <https://support.microsoft.com/en-us/contactus>
2. <https://support.microsoft.com/en-us/home/contact>
3. <https://support.xbox.com/en-US/contact-us>
4. <https://microsoft.pissedconsumer.com/customer-service.html>
5. [https://www.support.office.com](https://www.support.office.com/)
6. <https://lwolf.com/contact>
7. [https://www.salesforce.com](https://www.salesforce.com/)
8. <https://support.microsoft.com/en-us/topic/customer-service-phone-numbers-c0389ade-5640-e588-8b0e-28de8afeb3f2>
9. <https://squareup.com/help/us/en/article/4993-contact-square-support>
10. <https://helpcenter.trendmicro.com/en-us/contact-support/>

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