Office 365 web Mailbox Guide and Teams access

Go to URL: https://portal.office.com or https://www.office.com

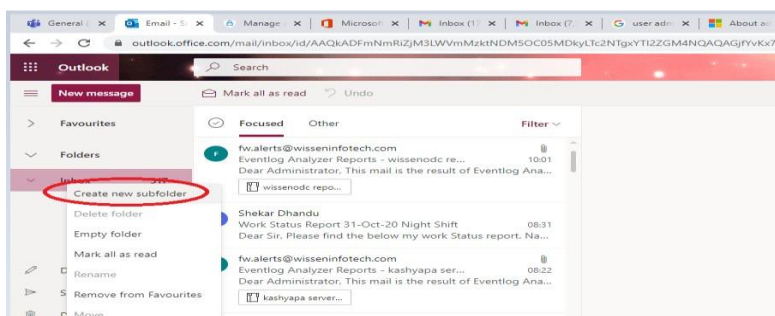Sign-in with your Email ID and Password

Click on "Outlook" icon to access the Outlook mailbox, "Teams" for login MS Teams and find other Apps to access with your sign-in
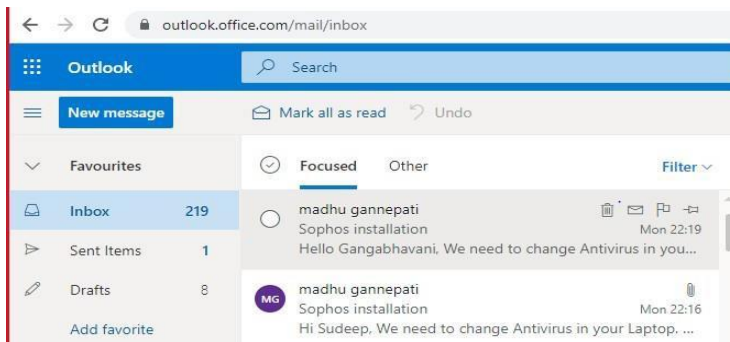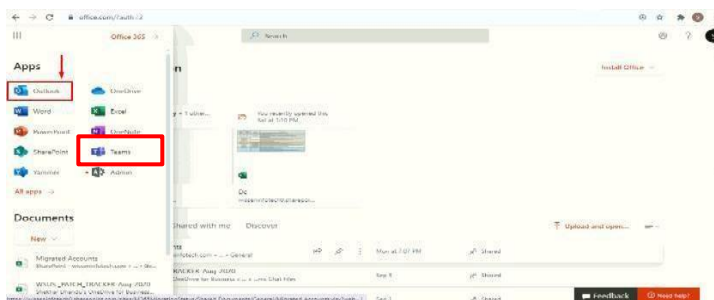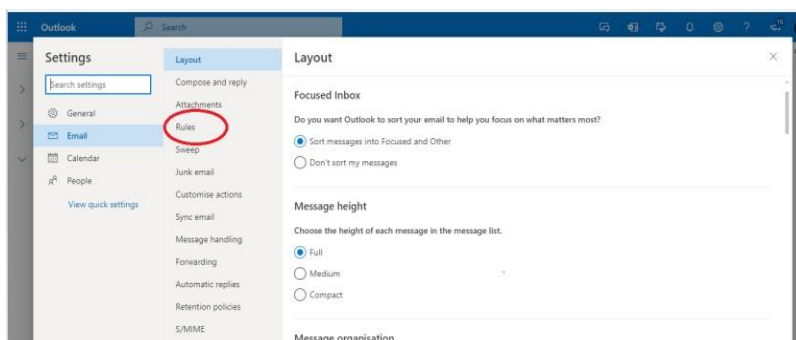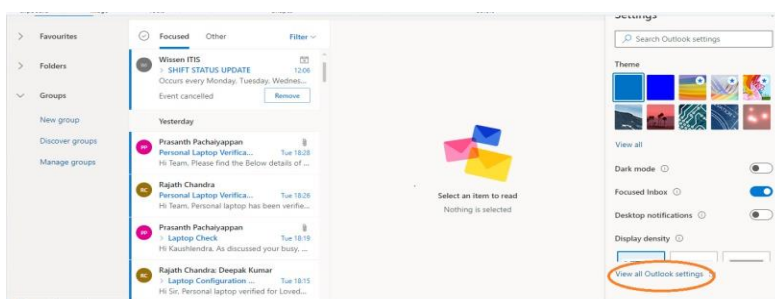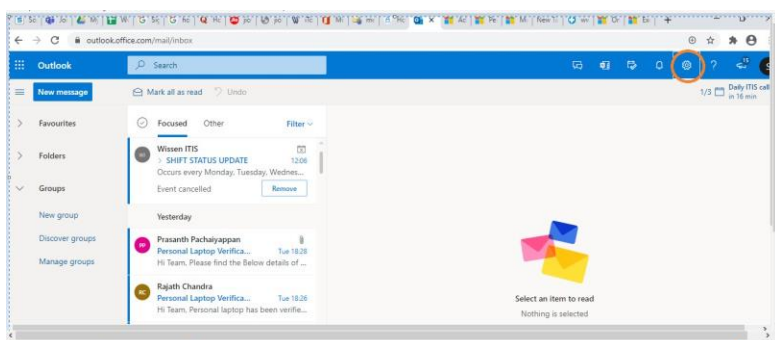
Process to add a subfolder

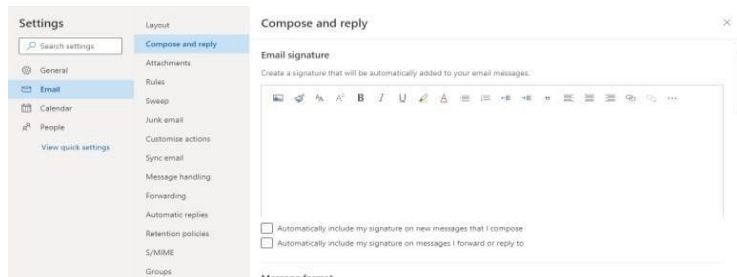Right click on "inbox"->Create New subfolder"

Process to configure Rules

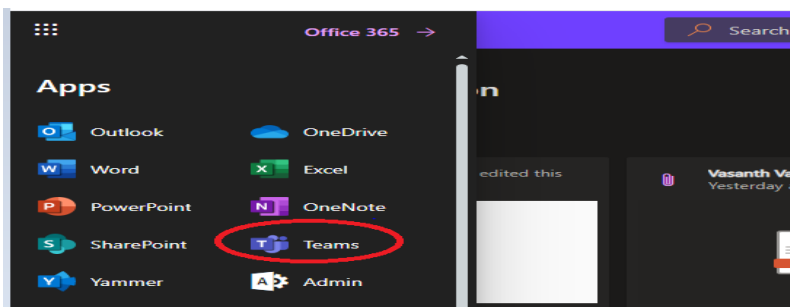Click on "settings"->"View all outlook settings"->"rules"->"add new rule"

Update your signature

Go to "settings" -> "View All Outlook Settings" -> "Email" -> "Compose and Reply"

MS Teams Access

Click on Teams Icon and Sign-in

Click on your "Profile" at Right Top corner and find "Download the Desktop App" in Dropdown window to download Teams app for Desktop