

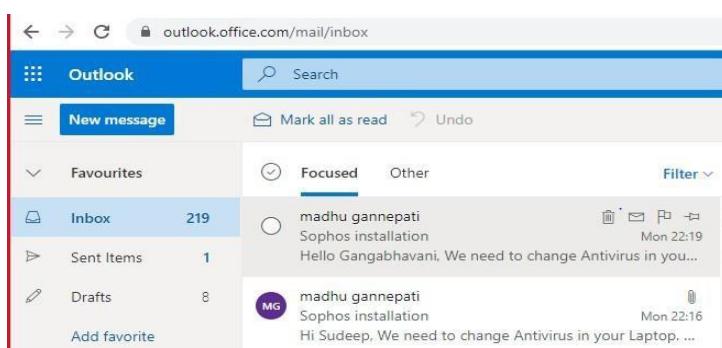
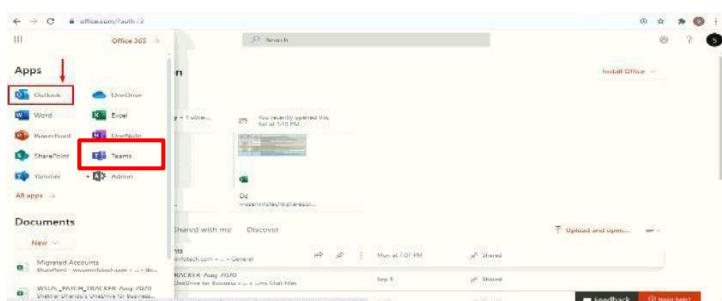
Office 365 web Mailbox Guide and Teams access

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

Sign-in with your Email ID and Password

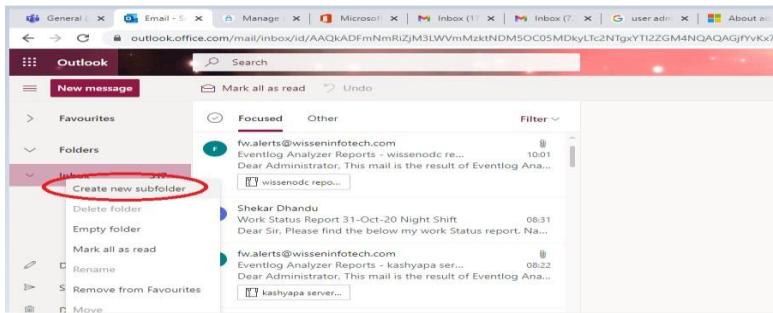


Click on “Outlook” icon to access the Outlook mailbox, “Teams” for login MS Teams and find other Apps to access with your sign-in



Process to add a subfolder

Right click on “inbox”->Create New subfolder”



Process to configure Rules

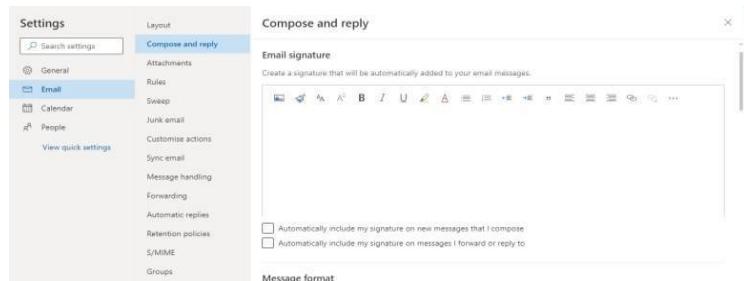
Click on “settings”->“View all outlook settings”->“rules”->“add new rule”

The screenshots show the following steps:

- The first screenshot shows the Outlook ribbon with the 'Settings' icon (gear icon) circled in orange.
- The second screenshot shows the 'Settings' dialog box. Under the 'Email' section, the 'Rules' option is circled in orange.
- The third screenshot shows the 'Layout' settings page. Under the 'Email' section, the 'Rules' option is circled in orange again.

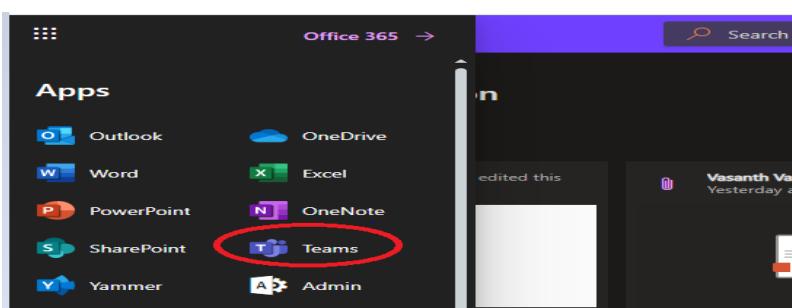
Update your signature

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

