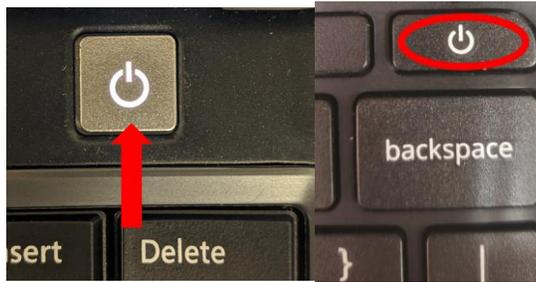


How to Sign In to a Laptop and Email/Office Apps

How to Sign In to a Laptop:



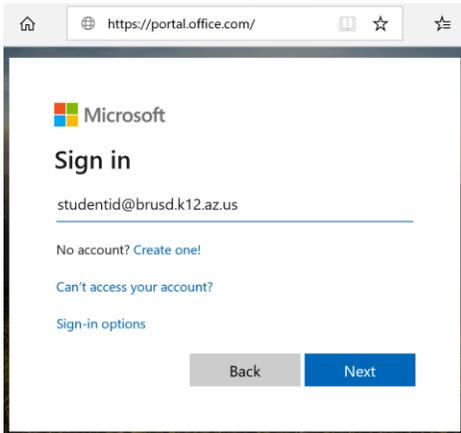
Power on the laptop by pressing the power button



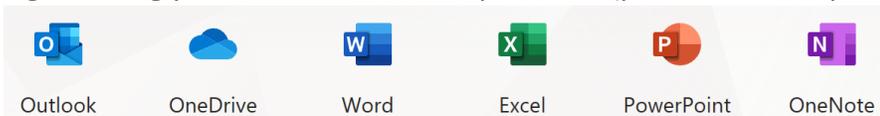
Sign in using your student id (e.g. 123456 , **NOT your email address**) and password (provided on Responsibility Form).

How to Access and Sign In to Email/Office Apps:

In a web browser, go to <https://portal.office.com>



Sign in using your email address and password (provided on Responsibility Form).



This will give you access to your email (Outlook), Word, Excel, PowerPoint and other Office Apps.