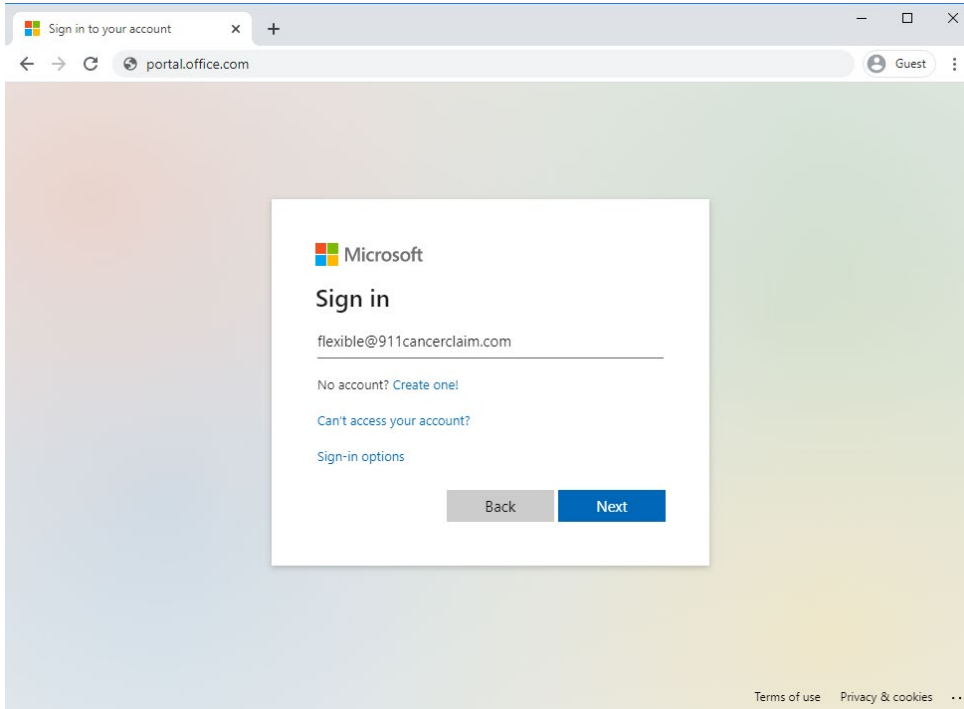
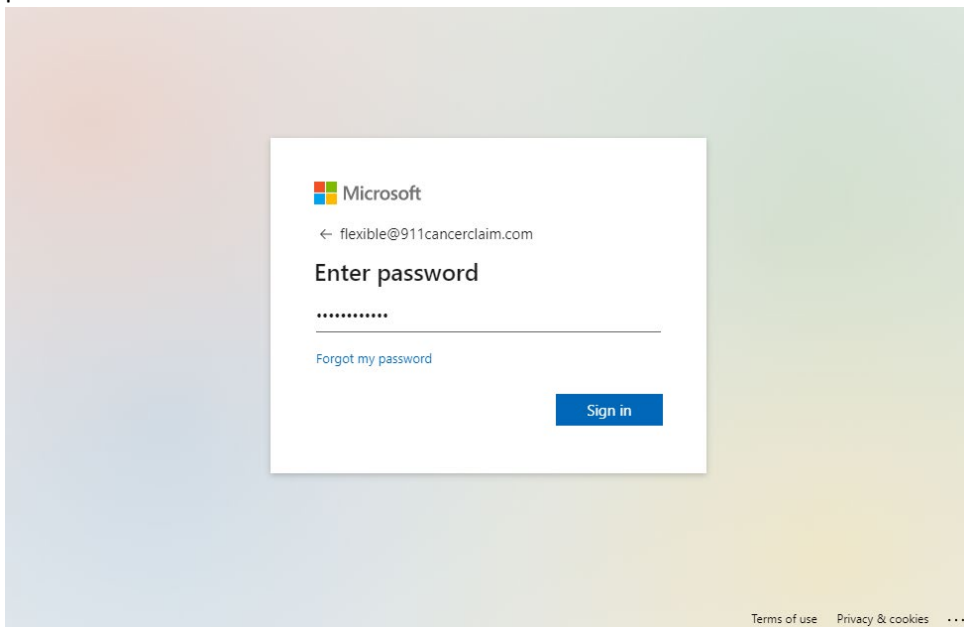


How to Open Outlook and OneDrive in your Browser

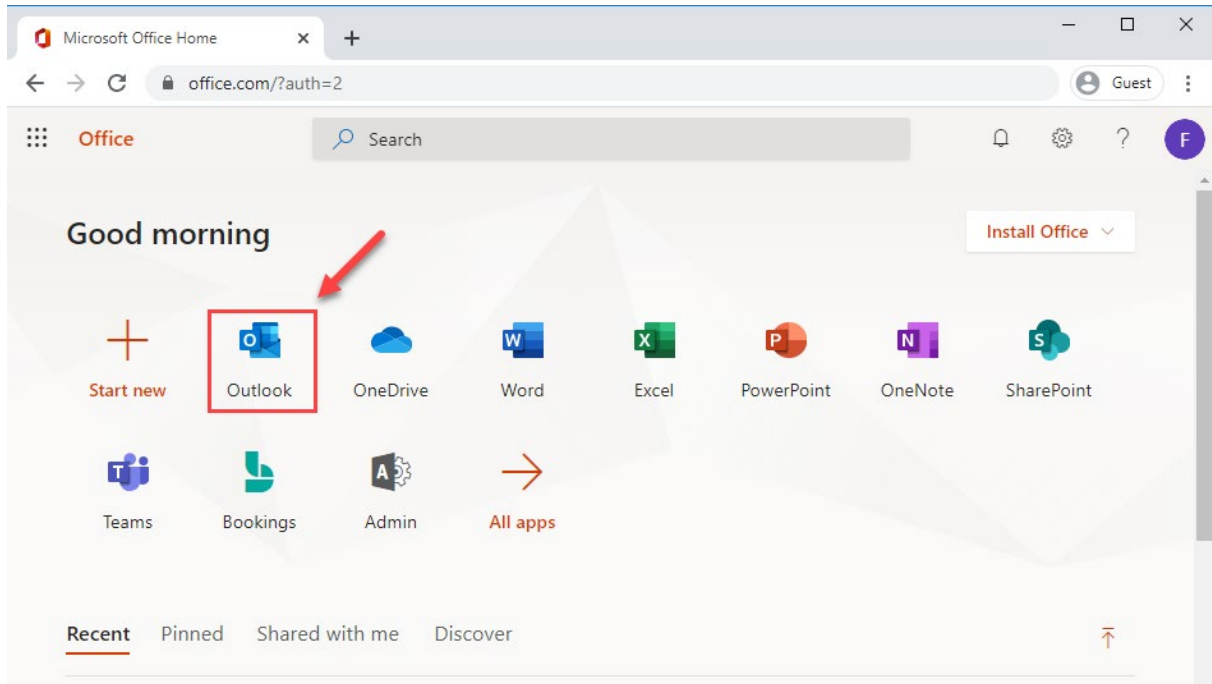
1. Open a browser window and go to **portal.office.com**. Input your email address, then click Next



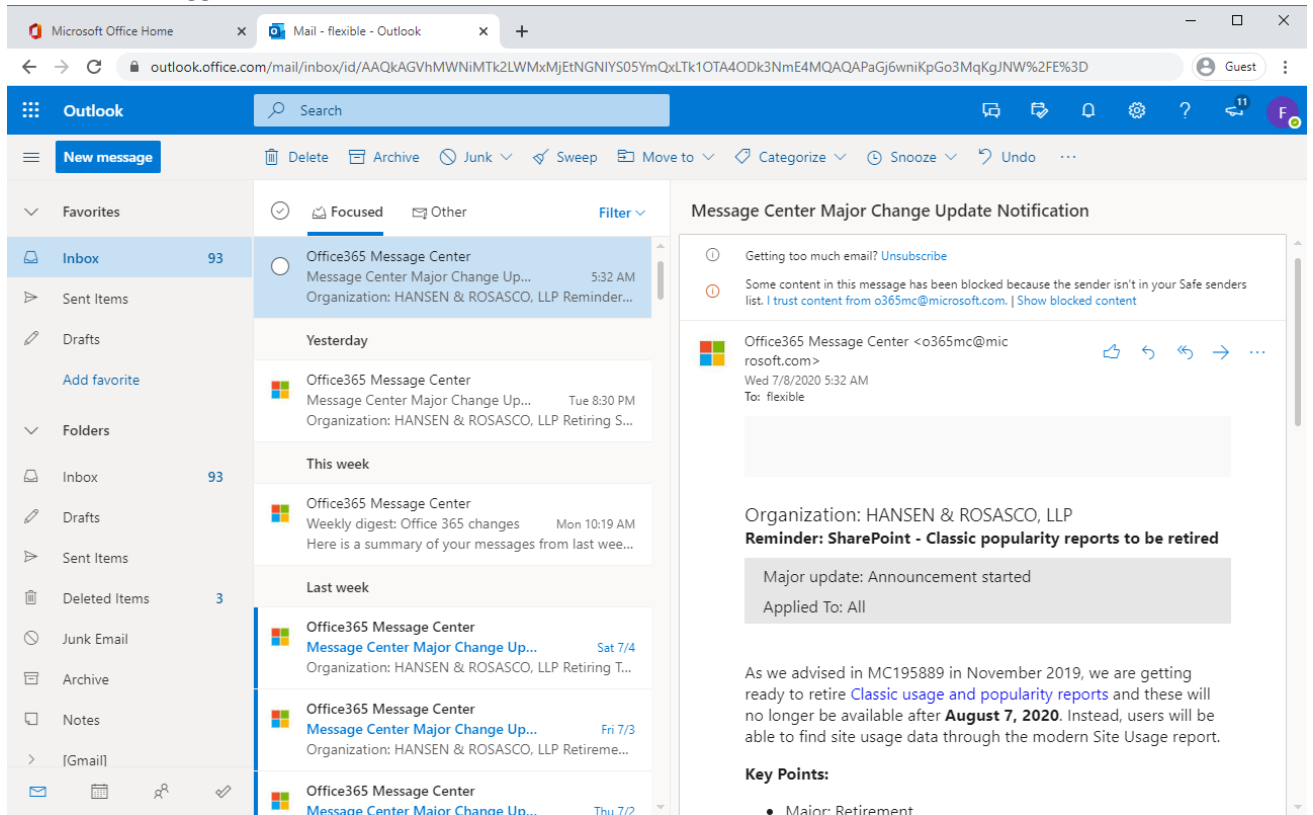
2. Enter your Office 365 password. For Islandia employees, this is the same as your laptop password.



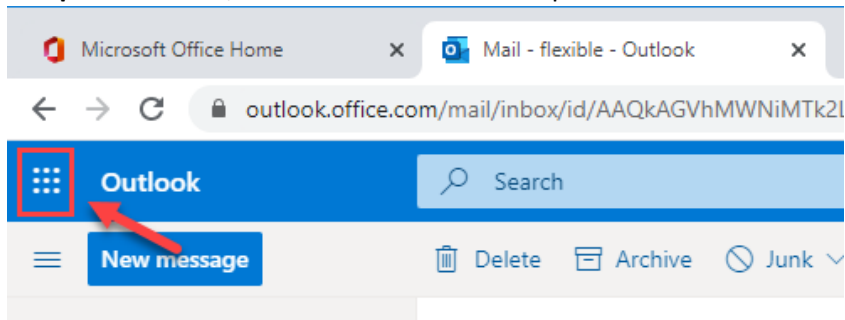
3. Click on the Outlook icon



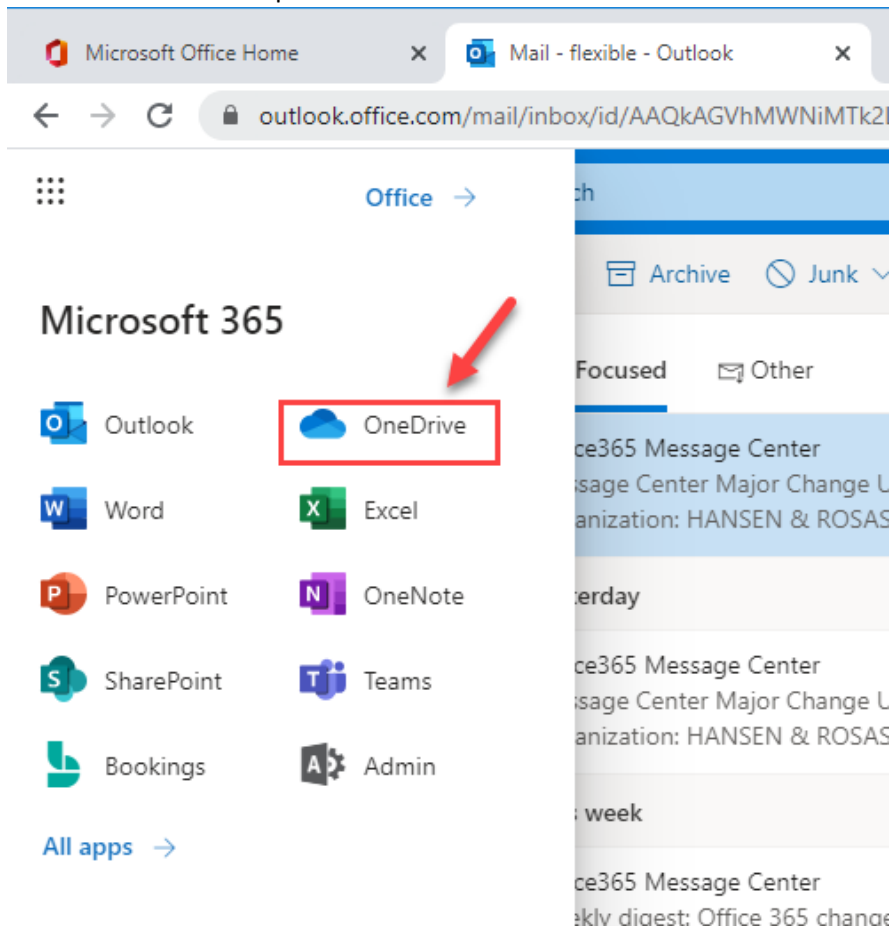
4. You are now logged into Outlook via the web and can send/receive emails from here



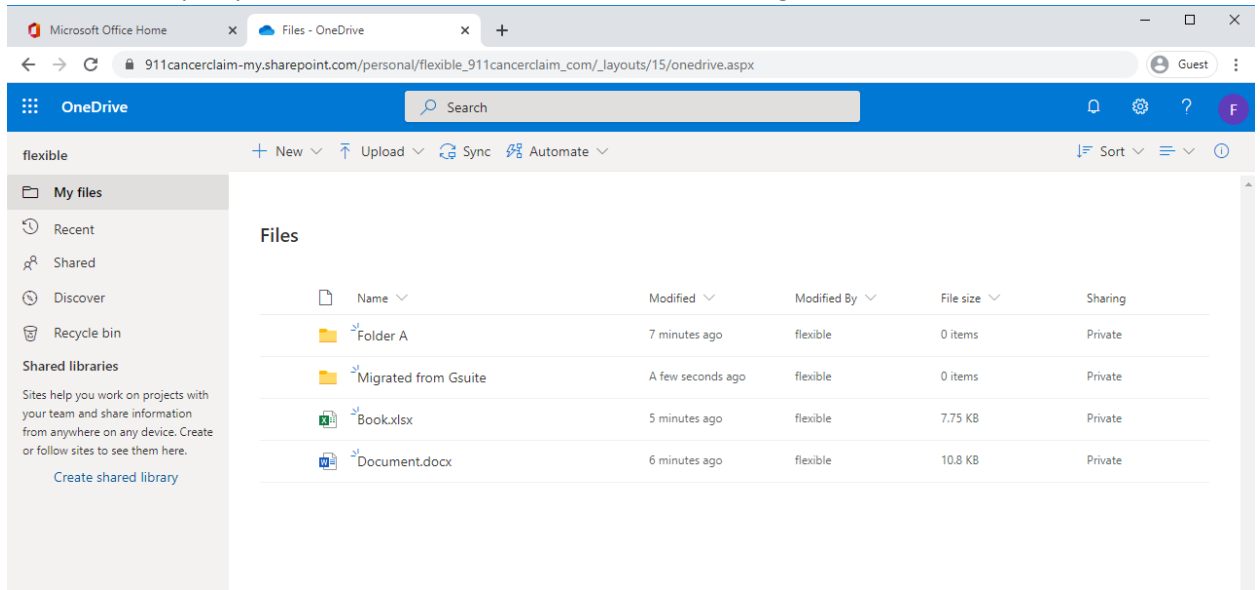
5. To open **OneDrive**, click on the dots on the top left corner



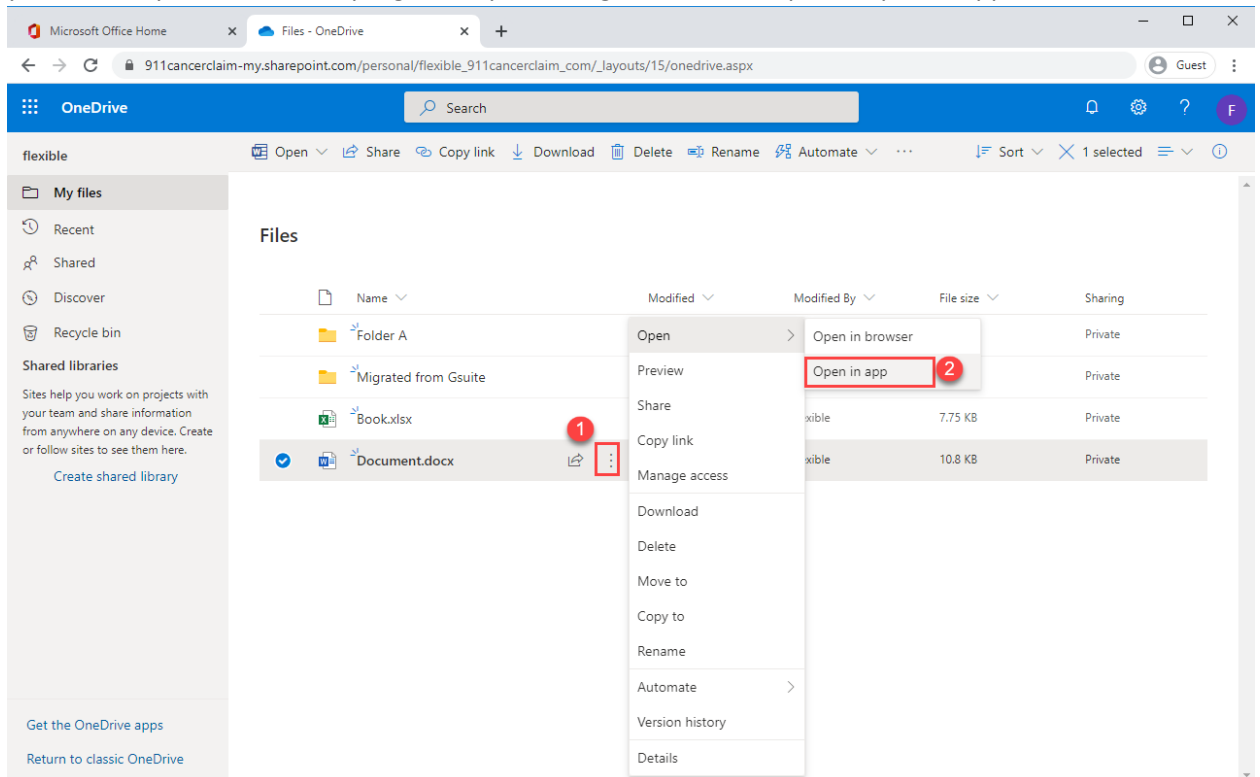
6. Click on **OneDrive** to open the web version



7. You can now open your OneDrive files. GSuite files have been migrated to a folder in OneDrive.

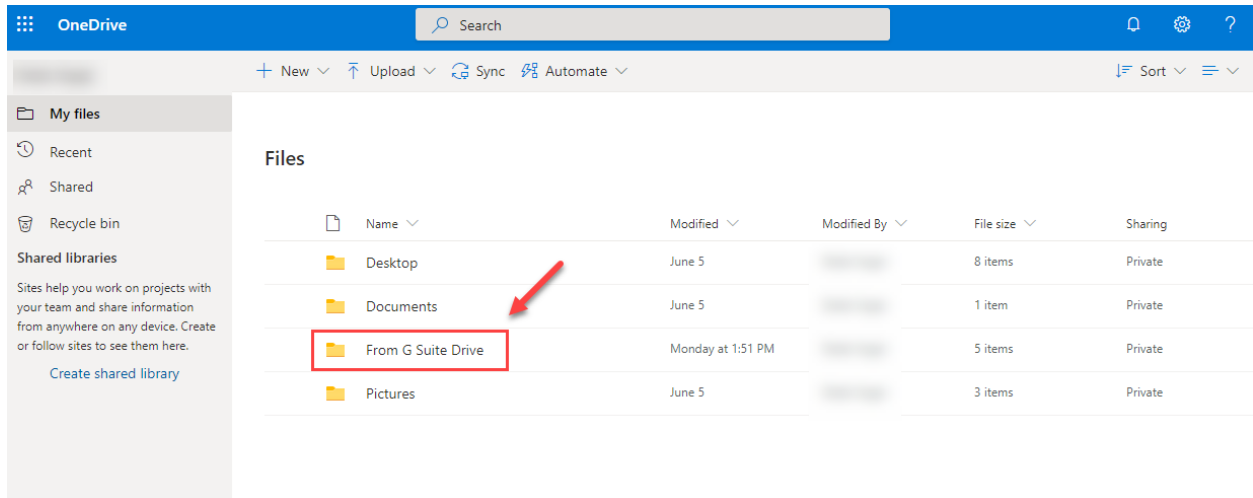


8. You can open and edit the file in your browser by clicking the file name (i.e. Document.docx), OR you can use your local office programs by selecting the ... , then Open > Open in app



Google Drive / GSuite Files Have Been Moved to OneDrive

All of your files have been copied over to OneDrive. Do not use GSuite anymore for file collaboration. Instead, your files are located here.



If you would like to use the OneDrive desktop app, it will be in File Explorer on your local laptop if you received a new HP laptop. It is not supported for the remote terminal server. If you are a remote employee and would like Outlook installed locally, please contact Flexible.

