


## Get Started with Office 365 Remote Access

Sign-in to [Office.com](https://www.office.com/) from your web browser

 <https://www.office.com/>

Choose the option “Work or School account”



Work or school account  
Created by your IT department  
asieder@wakemed.org

You will be taken to our organization’s sign-in page where you must sign-in with your WakeMed account.



Sign in with your organizational account

Sign in

You will be prompted by Duo to confirm your identity on your phone or mobile device.

It will ask you if you would like to “Stay signed in?”

**If you are using a shared or public computer please select “no”.**

All your Office 365 apps will be accessible after you login. (Outlook, OneDrive, Word, Excel, PowerPoint, SharePoint)

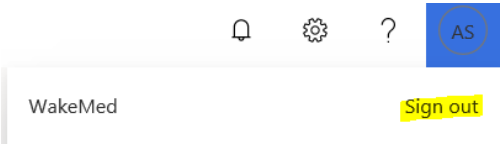
You can access all your important documents here using the OneDrive if your P: drive has already been migrated. Please do not try to migrate your P: drive to OneDrive if you are working remotely

If you are working on a document and need to go back to the list of apps then you can do so by clicking the App Launcher icon in the top left-hand corner of the screen.



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After you are finished working in O365 please select your profile picture in the top right-hand corner and then “Sign out” if you are using a shared or public computer.



Sign out