



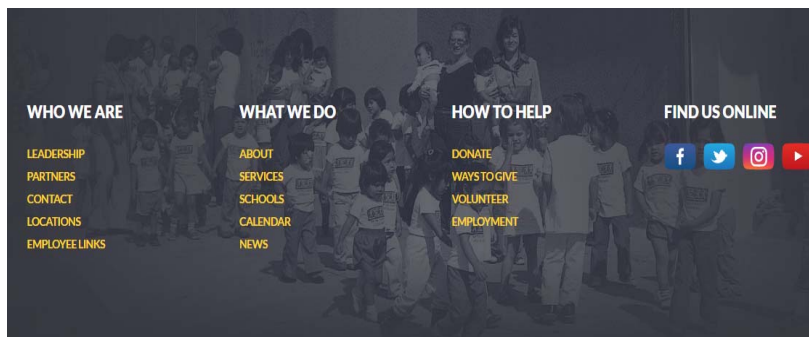
How to sign in to Outlook Web App for Office 365

This document has been created with the intent to quickly and easily show you how to sign it to Outlook Web App Office 365. The Outlook Web App (OWA) is the web-based email client for Office 365.

1. Open a supported web browser and go to www.paralosninos.org.



2. Scroll down to the **bottom of the page** and click on **employee links**.



3. In the employee links page, click on **Email Login**.

EMPLOYEE LINKS

These links are for the exclusive use of Para Los Niños employees:

[E-mail Login](#)

[Paycom Login](#)

[VPN Login](#)

[PLN Employee Handbook 2017 \(English\)](#)

[PLN Employee Handbook 2017 \(Spanish\)](#)

[Equal Employment Opportunity Policy](#)

[Maintenance Requests](#)

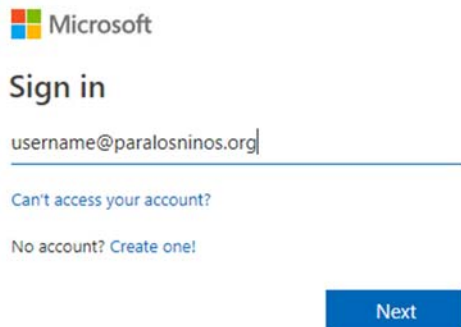
[IT Support \(Windows\)](#)

[IT Support \(Mac\)](#)

[Relias Training](#)

[Illuminate Education](#)

4. In the Sign in field, enter your PLN **User Name** username@paralosninos.org, and then click **Next**.



Microsoft

Sign in

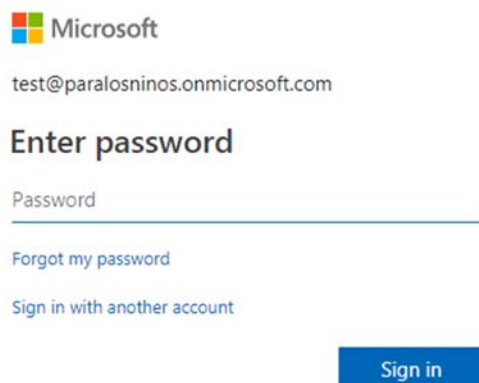
username@paralosninos.org

[Can't access your account?](#)

[No account? Create one!](#)

Next

5. In the password field, enter your PLN **password**, and then click **Sign in**.



Microsoft

test@paralosninos.onmicrosoft.com

Enter password

Password

[Forgot my password](#)

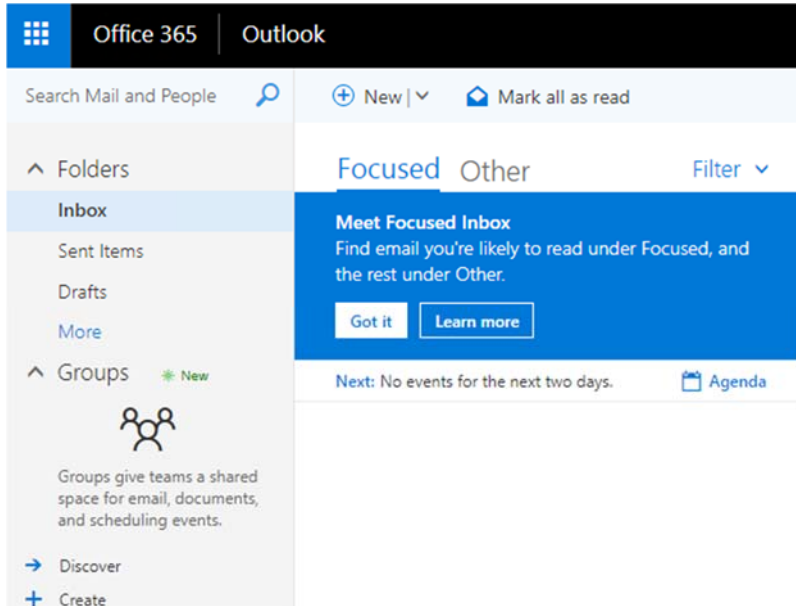
[Sign in with another account](#)


Sign in

- The first time you login to Outlook Web App you need to choose the display language and home time zone. Please choose **English** and **Time Zone (UTC-8:00) Pacific Time (US & Canada)**, and then click **Save**.



- You have successfully signed in to your Para Los Niños Office 365 Web Outlook.



- To view your Contacts or Calendar, at the top of the screen, click the **App Launcher** , and then click on **People or Calendar**.

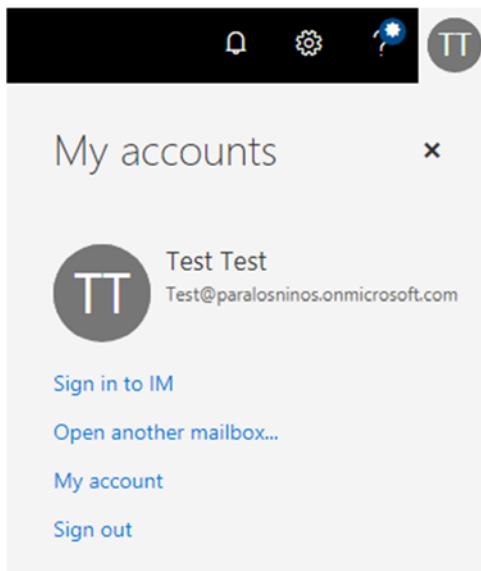


Apps



[All apps](#) →

- When you are finished using Web Outlook from a public computer, please ensure you have properly signed out of your office 365 account.



Documentation for the Outlook Web App for Office 365

The Microsoft links below will help you get started with using your Office 365 account through OWA.

- [Getting started in Outlook Web App](#)
- [Setting a vacation message or automatic reply](#)
- [Using the Office 365 calendar](#)
- [Managing contacts](#)