


Logging In Office365

Logging into Office365 is very important. Below is the login screen for Office365:



Office 365

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

If you have logged into Office365 in the past, your username will likely be filled in automatically in the first field. If it is not, make sure to include @ortn.edu when you type it in. If you are using Internet Explorer, click in the password box or click the tab key, and you will be logged in. If you are using Google Chrome or Firefox, clicking in the password box will take you to the ORS sign in window where you can enter your password.

*Note: if you see the above login window, never close it without logging in first.

If you aren't sure how to log in to Office365 (OneDrive), go to the ORTN homepage, select the Online@ORS tab. Scroll until you see the Office365 login button.

