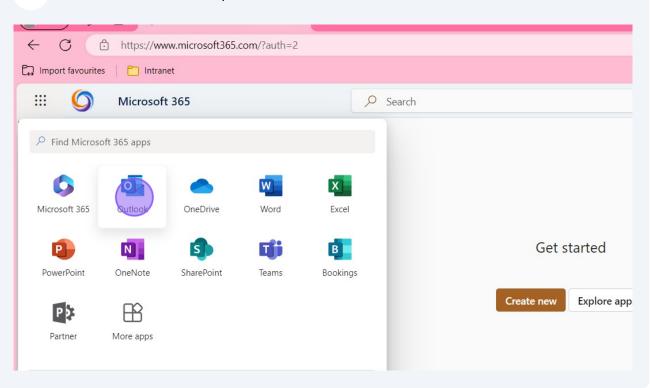
Access Outlook online.



This guide provides a quick and easy way to access Outlook online. By following these steps, you can easily navigate to these tools and enhance your productivity.

1 Visit <u>https://portal.office.com</u>			
i If asked to login, use your @abstract-group.com credentials.			
2 Click "App launcher"			
(Work Home Microsoft 365 × +			
← C ⓑ https://www.microsoft365.com/?auth=2			
Ca Import favourites			
Microsoft 365			
Home Image: Create Welcome to Microsoft 365			
My Content Feed Get started			
Apps Create new Explore app			
Outlook			

Click "Outlook will be opened in new tab"



4 Click "Allow"			
🗶 Work 🕅 🗖 🕹 Home Micr	osoft 365 🗙 💁 Email - Abstract D	eemo - Outlook × +	
C Dhttps://outlook.office.com/mail/?realm=abstract-group.com&exsvurl=1&ll-cc=2057&modurl=0&url=%2fowa%2f%			
C Import favo outlook.office.com wants	to X		
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😆 🗸 Favourites	Inbox 🚖	Ŧ	
unbox			
➢ Sent Items			
✓ 🔊 Drafts			
Add favourite			
Folders	All done for the day		