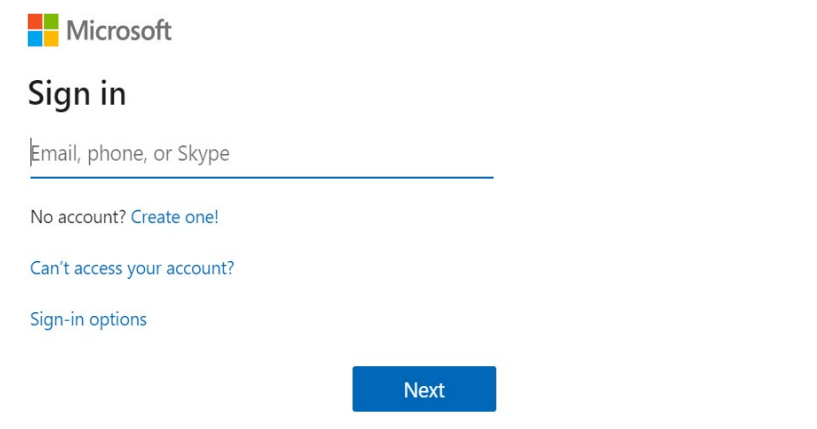
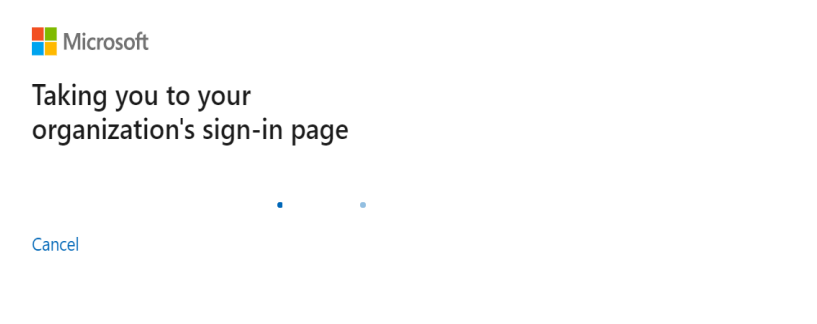
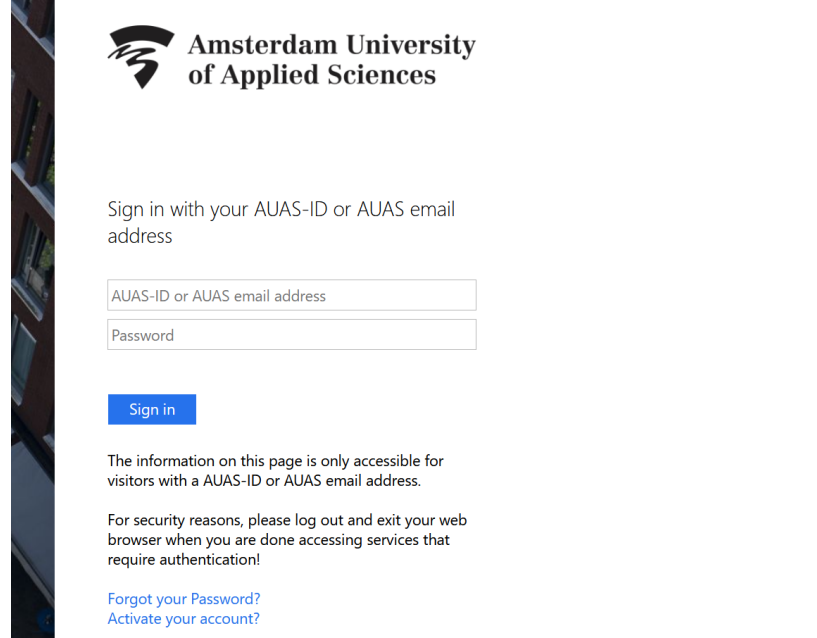


Logging on to Microsoft 365

Go to <https://portal.office.com>

<p>Enter your HvA email address and click on Next</p>	 <p>The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field with the placeholder "Email, phone, or Skype". Below the field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".</p>
<p>Wait....</p>	 <p>The screenshot shows a loading screen with the Microsoft logo at the top left. The main text reads "Taking you to your organization's sign-in page". Below this text are two small blue dots and a "Cancel" link at the bottom left.</p>
<p>Fill in your HvA email address and password and Sign-In</p>	 <p>The screenshot shows the sign-in page for Amsterdam University of Applied Sciences (AUAS). On the left is a vertical image of a building. The main content area features the AUAS logo and name at the top. Below is the text "Sign in with your AUAS-ID or AUAS email address". There are two input fields: "AUAS-ID or AUAS email address" and "Password". A blue "Sign in" button is positioned below the fields. At the bottom, there is a disclaimer: "The information on this page is only accessible for visitors with a AUAS-ID or AUAS email address." followed by a security notice: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!". At the very bottom are two links: "Forgot your Password?" and "Activate your account?".</p>