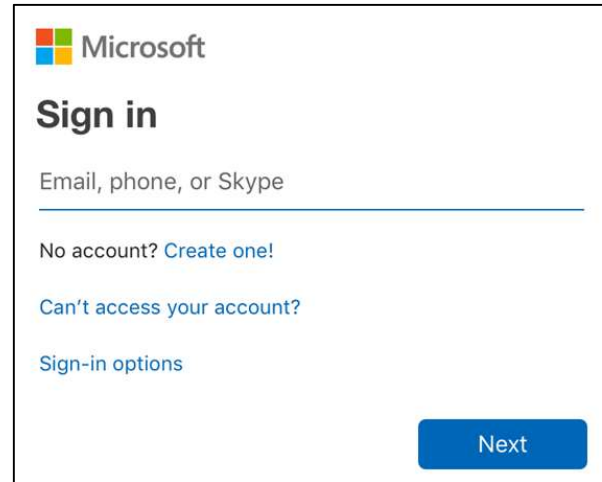


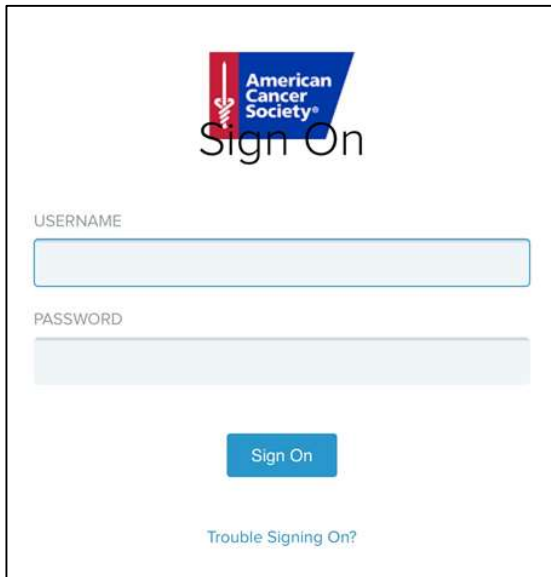
How to Access Microsoft Online or O365 on an iPad

Microsoft Online

- In a browser, enter URL login.microsoftonline.com
- Dialog box will appear as shown right.
- User name field: Enter full email address
- Click next.
- Message taking you to your organization's page appear.



- ACS Sign On appears.



User name field: Enter full email address.

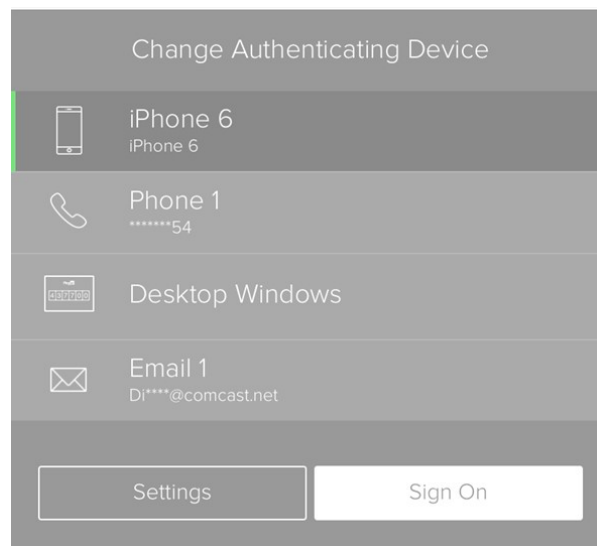
Password field: Enter network password. (Same as the PW used for logging in to your ACS computer.)

Click Sign On

- Select authenticating device.
- Click on Sign On.

Note: Since you're mobile, recommend using your cell to authenticate for ease of login to Microsoft Online on your tablet.

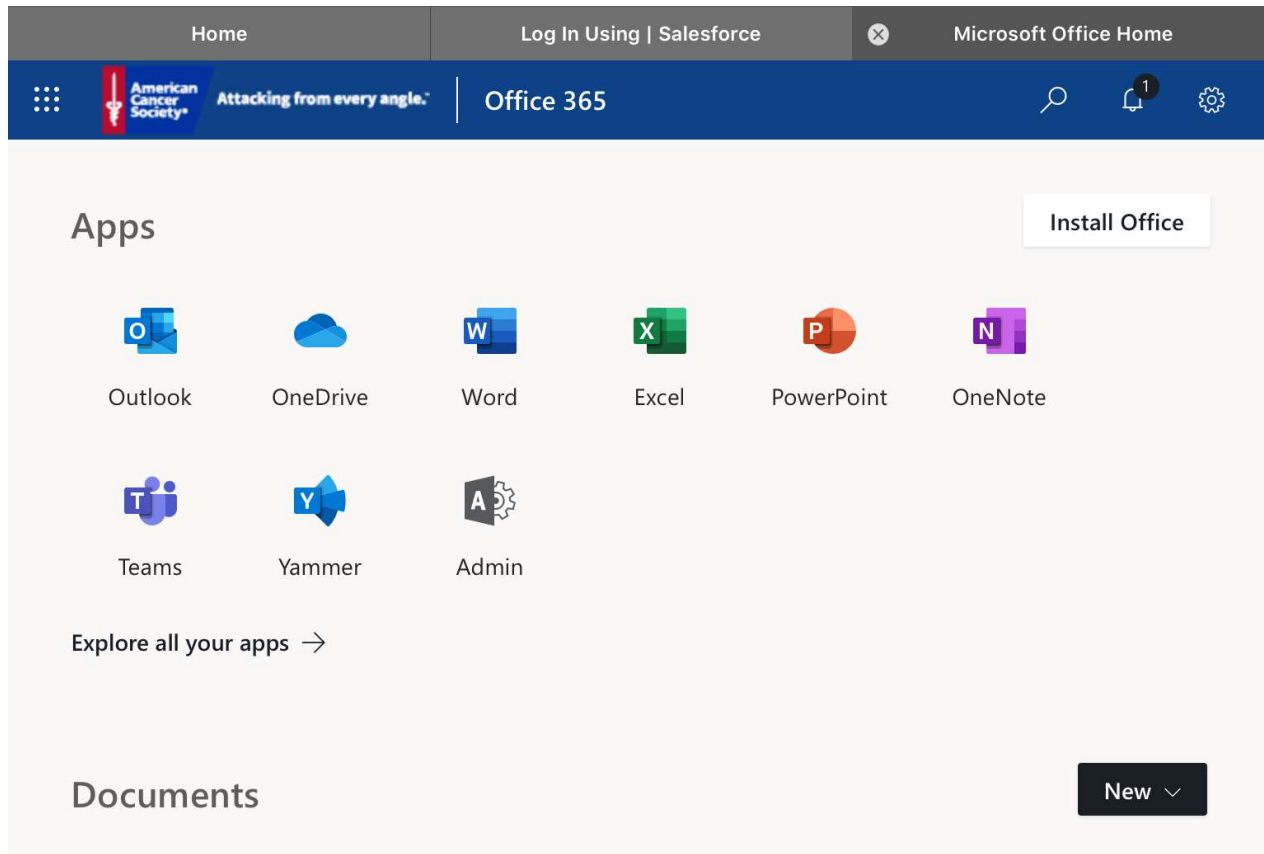
Access to Microsoft online is available via the Ping One Portal from the Ping One Portal Dashboard. Future apps will appear in Ping One Portal for ease of access. See Multifactor Authentication (Ping One) quick reference.



How to Access Microsoft Online or O365 on an iPad

Microsoft Online continued....

- Once authenticated, Microsoft Online will open.
- All apps online will be available to you
- Documents shared on One Drive and via SharePoint sites will be available.
- You can use Outlook online to send and view emails.



- Your online display will vary.
- If the Microsoft applications are on your iPad, you can download documents from one drive or email and work on the items downloaded offline.
- The offline apps will still store the documents in One Drive.