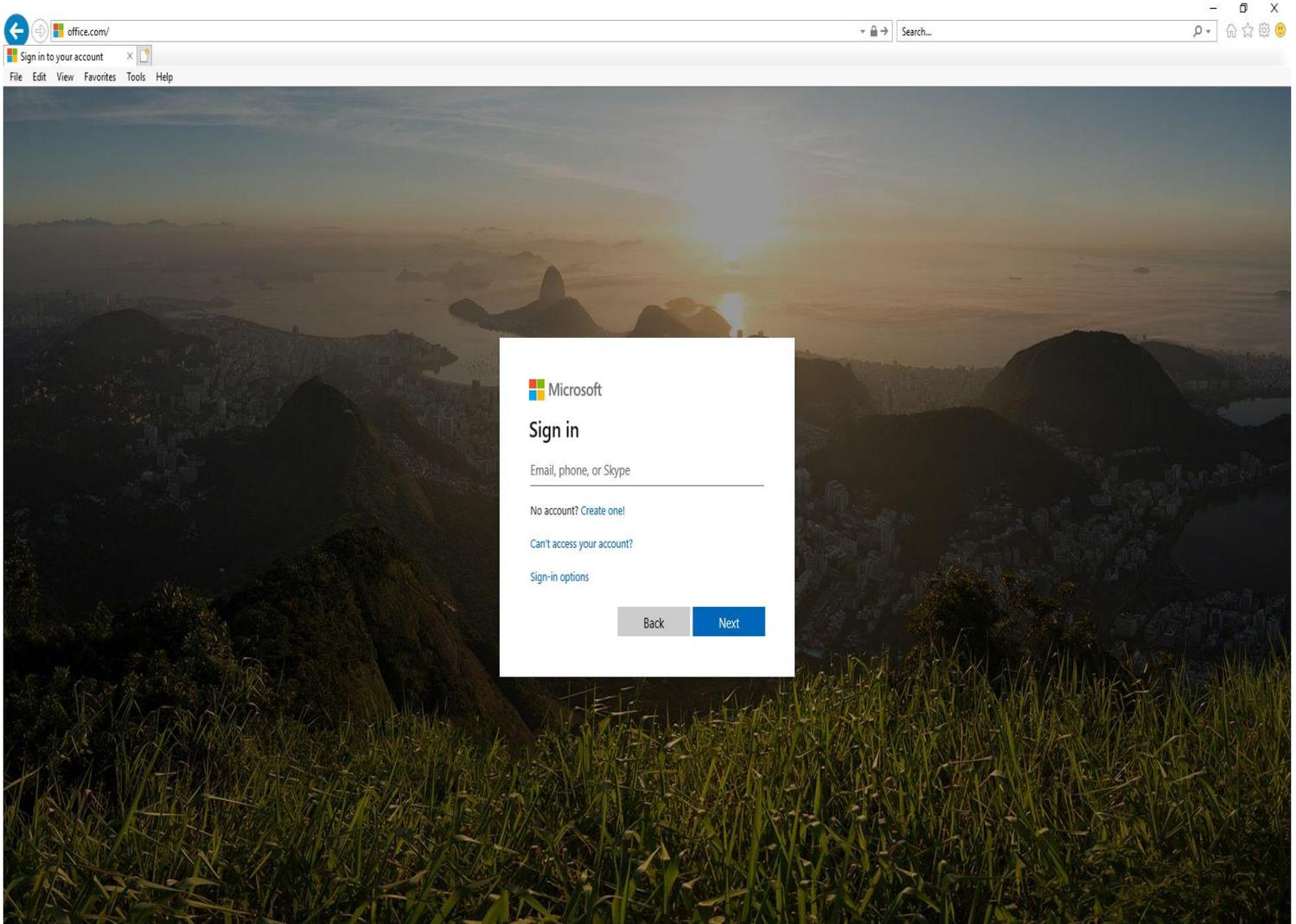
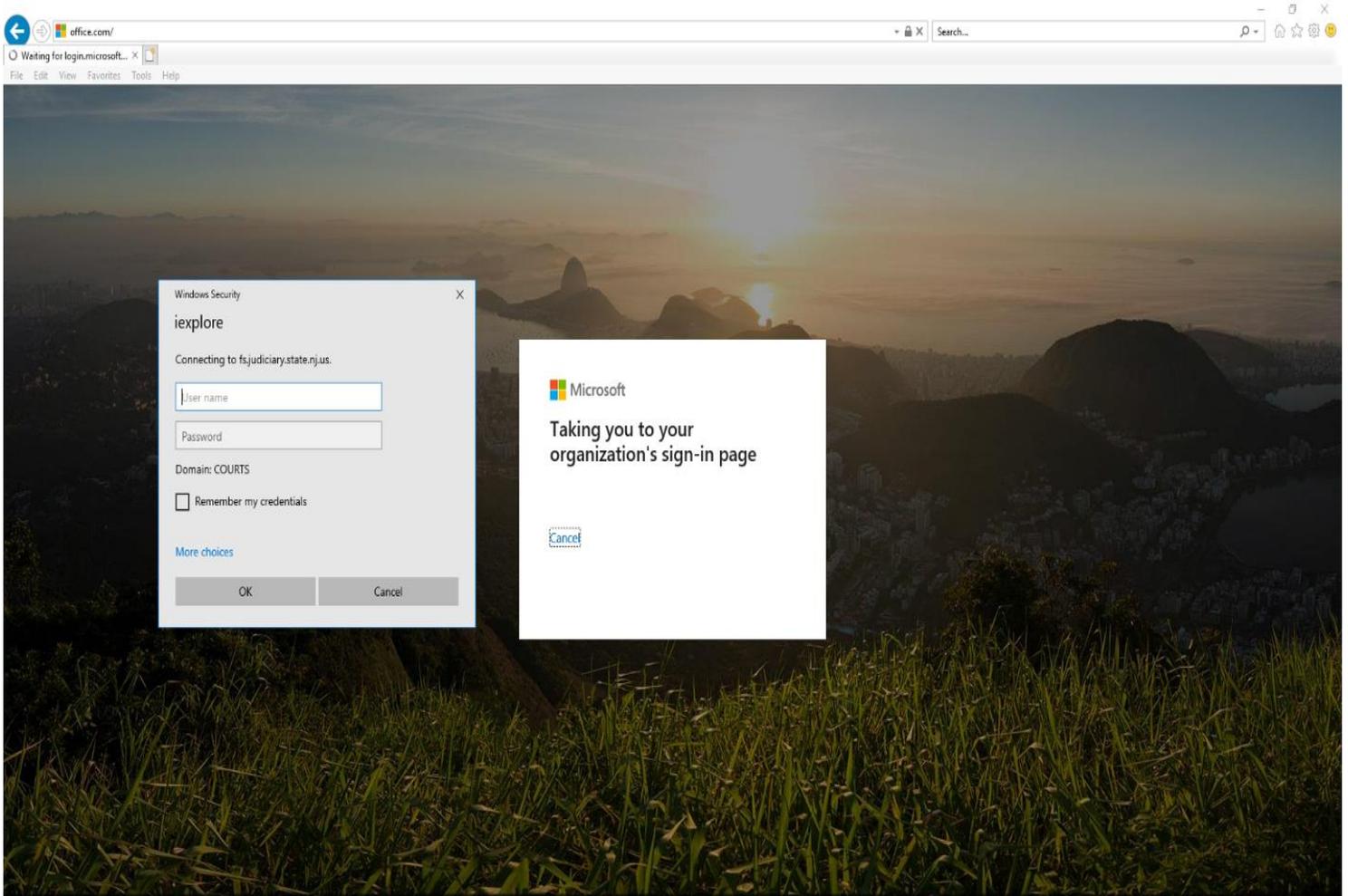


How to connect to Office 365 (Outlook, Word, Excel, etc.) using web portal:

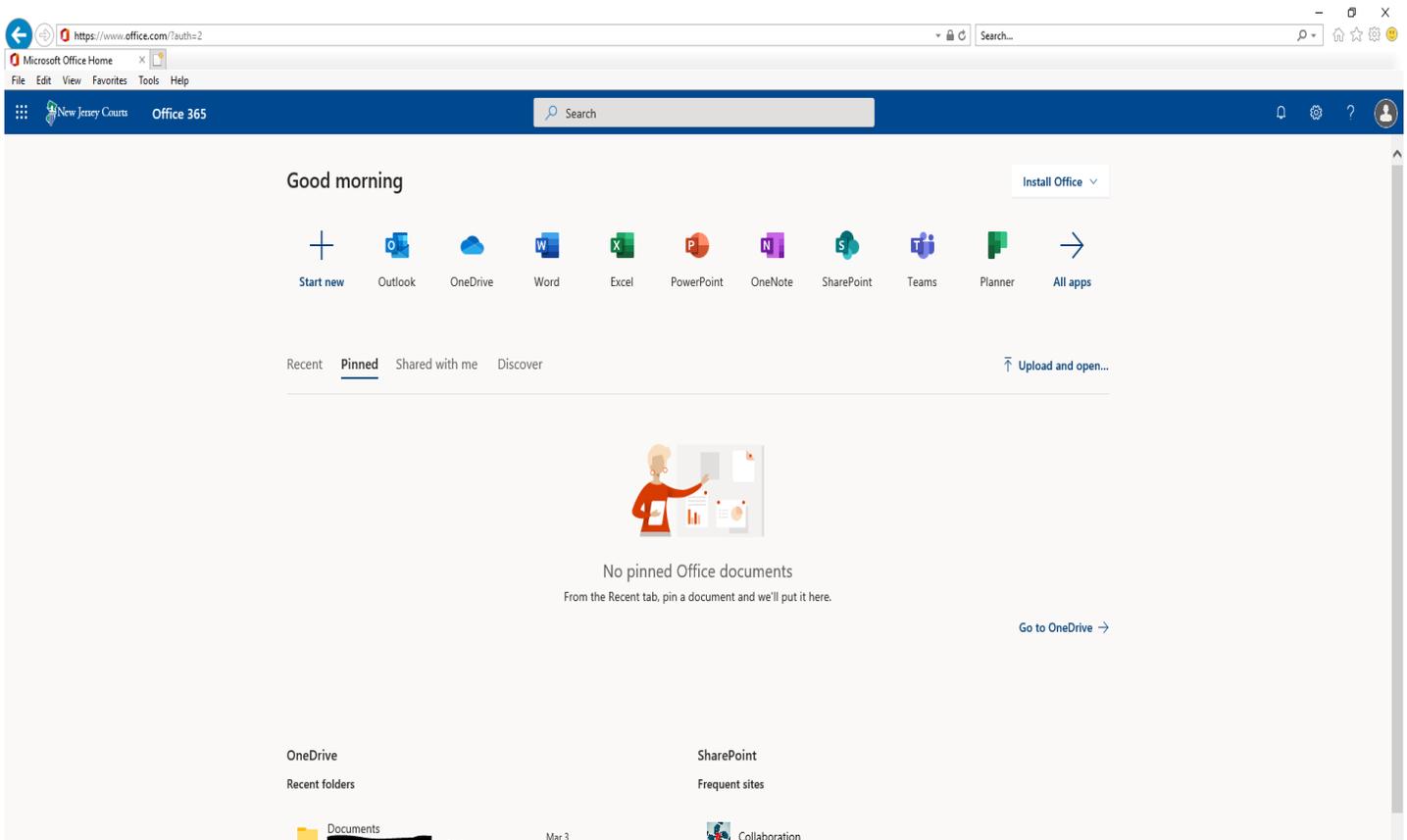
1. Open your web browser (this works best with Internet Explorer)
2. Go to this website: <https://www.office.com>
3. For Sign in, use your judiciary email: joe.smith@njcourts.gov (example)



4. If a Windows Security box appears on the page, input you credentials as followed:
 - A. Username: firstname.lastname (Do not put @njcourts.gov)
 - B. Current (P-synch) judiciary login password
 - C. Click OK (You can click remember my credentials, also.)



5. Once you are successfully logged in, the Office 365 web portal will look like this:
 - A. From here you can click the application(s) you need to use.



You are now connected to the Office 365 via the web portal. If you turn off the computer or lose Internet connection, you may need to repeat these steps to reconnect to the Office 365 website.