Sign in to Office 365 to find Outlook Online
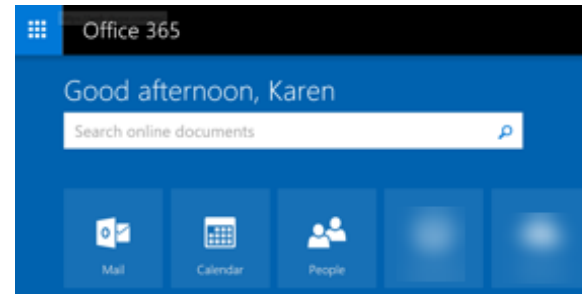
1. Open an internet browser and navigate to http://portal.office.com
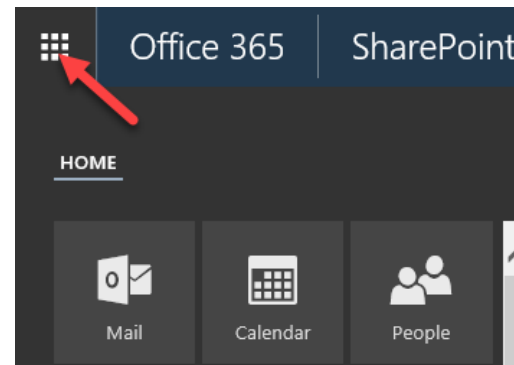

2. Type your user name firstfullname.lastname@parks.ca.gov and password.

3. The first time you log in you may be asked to change your password

4. Once signed in you will be brought to a landing page with navigation tiles, Choose **Mail**


5. Use the Office 365 navigation tiles to reach your mail, calendar, people, and tasks from anywhere on Office 365

Outlook Online (OWA)-Mail

1. **New mail** – Create and send a new email
2. **Search** – Find an email using keywords or phrases
3. **Folder pane** – Navigate in OWA including folders in your Inbox
4. **Folder title** – Name of the folder you are currently viewing
5. **Sort options** – Sort your email conversations by Date, Sender, Size, etc.
6. **Views** – Filter your conversations by Unread, To me, Flagged, etc.
7. **Content pane** – View and select conversations
8. **Reading pane** – Read your email
9. **Navigation bar** – Navigate in Office 365
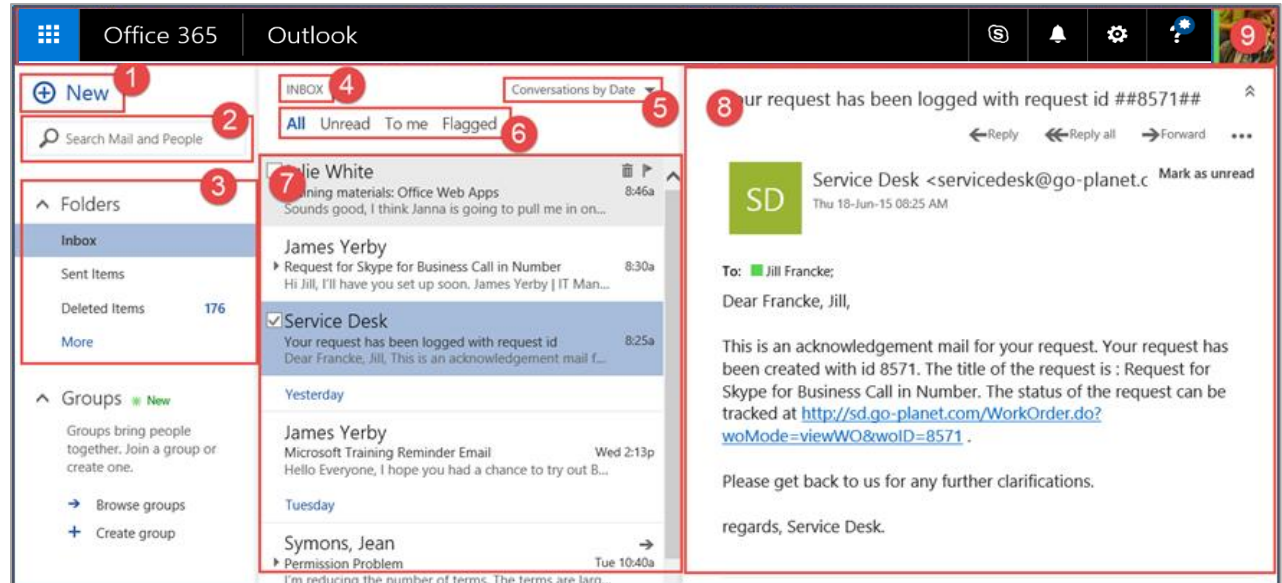
Create an email signature

1. Click the Office 365 **settings** icon ⚙
2. Choose **Options**
3. Click the **Mail** dropdown
4. Click the **Layout** dropdown
5. Choose **Email signature**