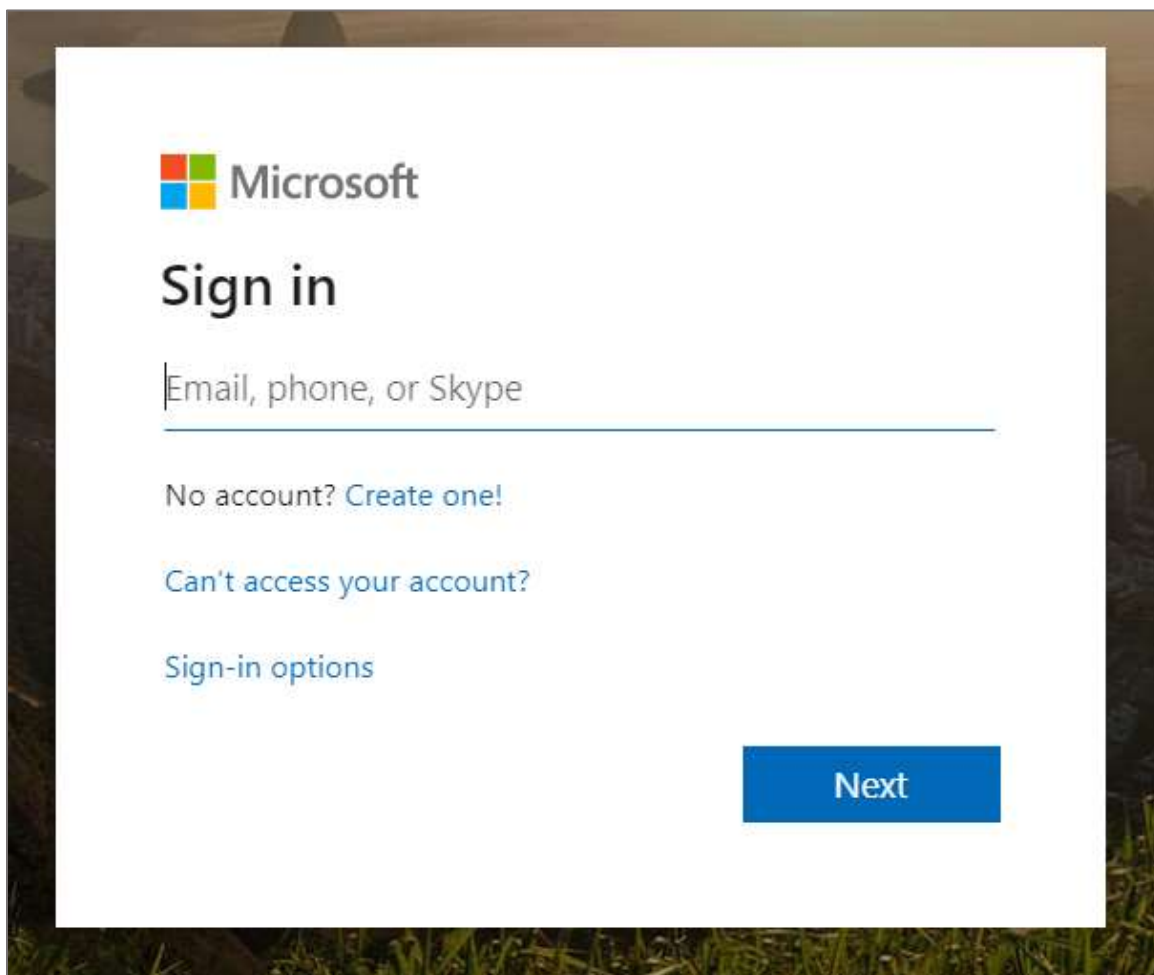


Accessing Office 365 Remotely

At work, when you log into Office 365, the network recognizes you and automatically gives you access or prompts you for your City password. In fact, many employees download the Office applications to their workstations so that logging into Office 365 directly isn't necessary.

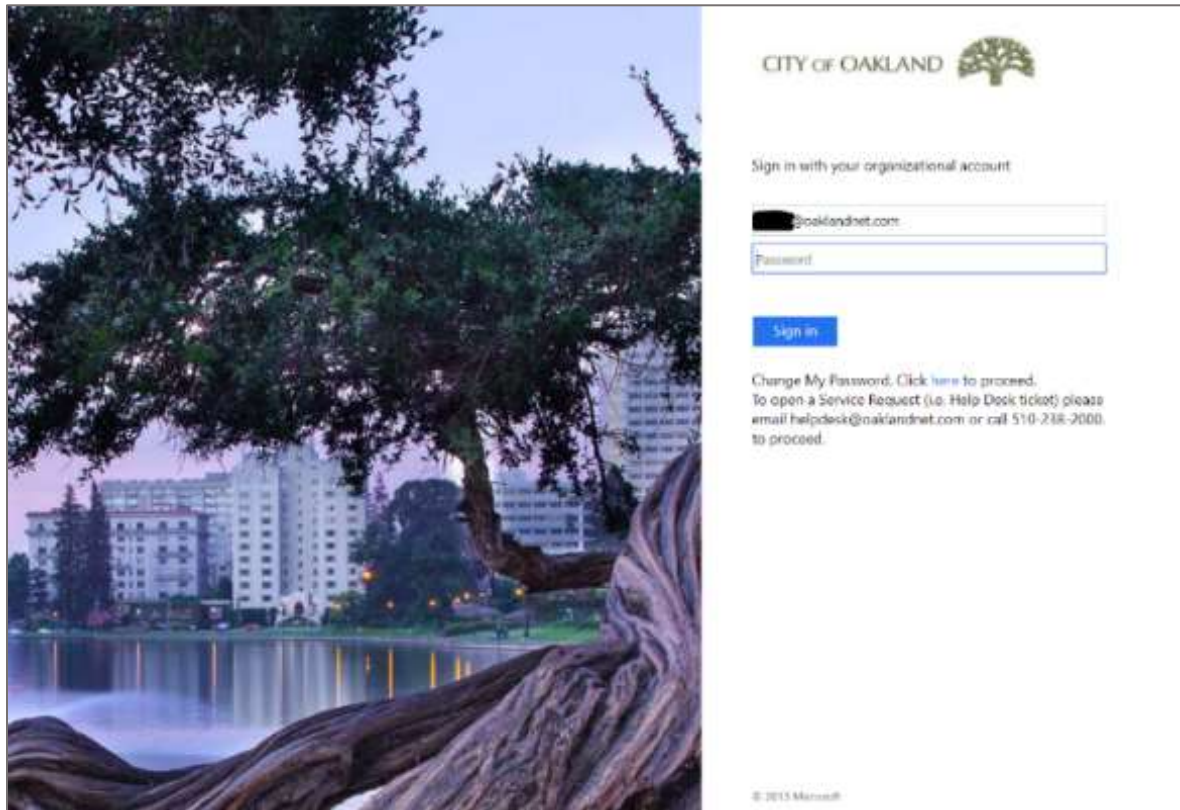
However, when working outside the office, you must log in via a Web browser to access your applications and files. Here's the process for accessing Office 365 remotely.

1. Open your internet browser: Internet Explorer, Chrome, Safari or Firefox
2. Type **office.com** into the browser window
3. At the welcome page, click "Sign In"
4. When you arrive at the Sign in page, you'll be prompted for your email address. Enter the City of Oakland email address that ends with @oaklandnet.com, for example msmith@oaklandnet.com.

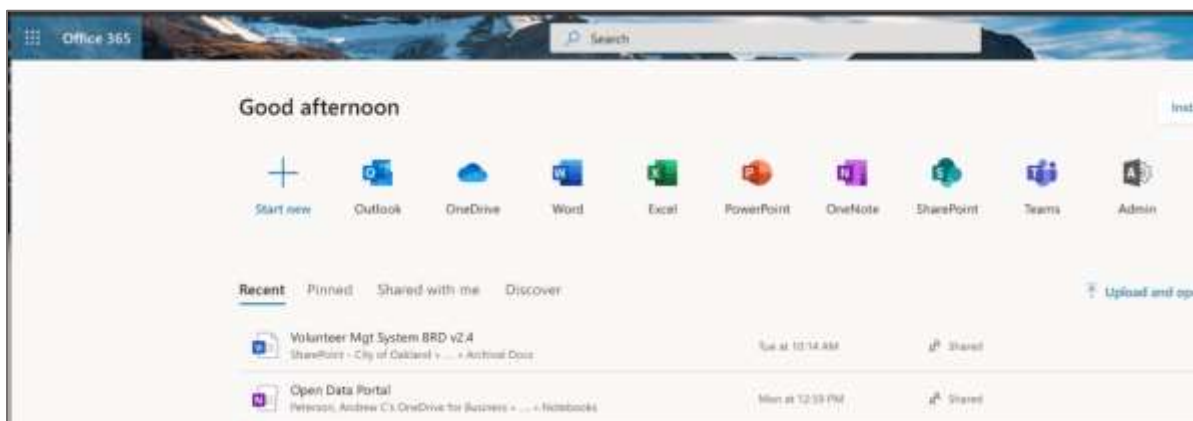


Accessing Office 365 Remotely

5. You will then be taken to a familiar City of Oakland sign in page to enter your password.



6. Upon successfully entering your password, you will arrive at a page that shows you all the available applications plus your recent work.



If you have trouble accessing Office 365, feel free to open a [Help Desk ticket](#) and ITD will respond as soon as possible.