

Summary

This document will provide a quick summary on how to login to the Microsoft Office 365 website for DSI Logistics. This website allows users to check DSI Logistics emails as well as open and edit Microsoft files including Word, Excel, PowerPoint and OneNote.



To login to the website

- Goto <https://www.office.com>
- Click "Sign In"
- Your Sign In is your new DSI Email which is a combination of your first initial and full last name @dsi-logistics.com. For example Mary Jane would have an email address mjane@dsi-logistics.com
- When prompted for your password, enter the password you use to login to your computer.
- If prompted to "Stay Signed In", select Yes.
- Once Logged in access Microsoft Outlook by selecting the Outlook Icon
- **Optional.** Microsoft Outlook within Office 365 has a similar look and feel as the desktop version. But many users might want to turn off "Focused Inbox" to ensure all emails are visible. This can be turned off via the Options menu that can be displayed by clicking the

