

# TOWN OF WAYLAND

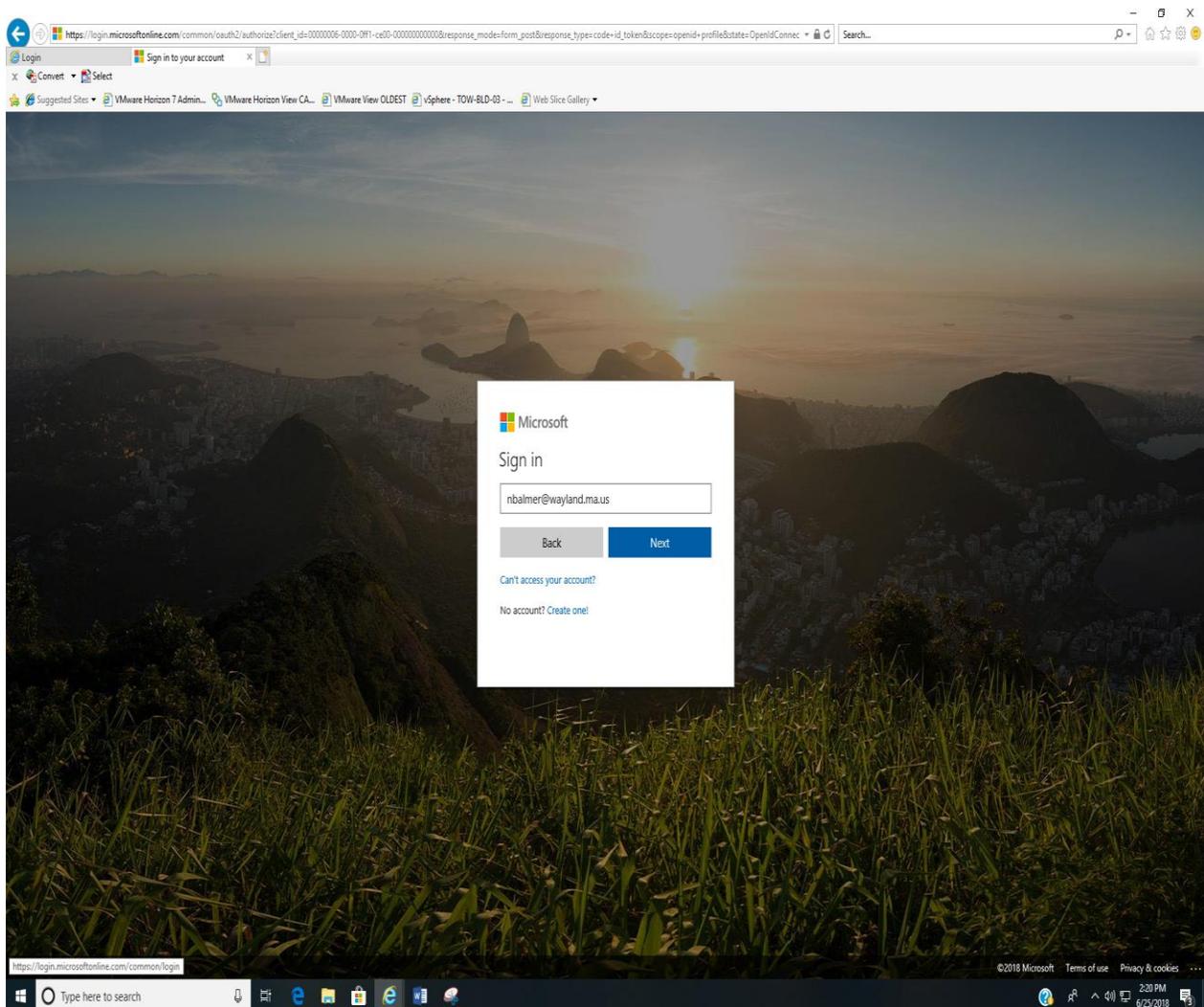
## Email Login Instructions

**Please Note:** A Town of Wayland e-mail account has been created for you. You will receive your username/email address and initial password either from the Town Clerk when you are sworn in or via an email from Microsoft shortly after you are sworn in.

Please contact the Wayland IT Department, for assistance regarding your Town of Wayland e-mail account. The IT Department can be reached at 508-358-6865, Alternatively you may enter help desk request by sending email to [help@wayland.ma.us](mailto:help@wayland.ma.us) .

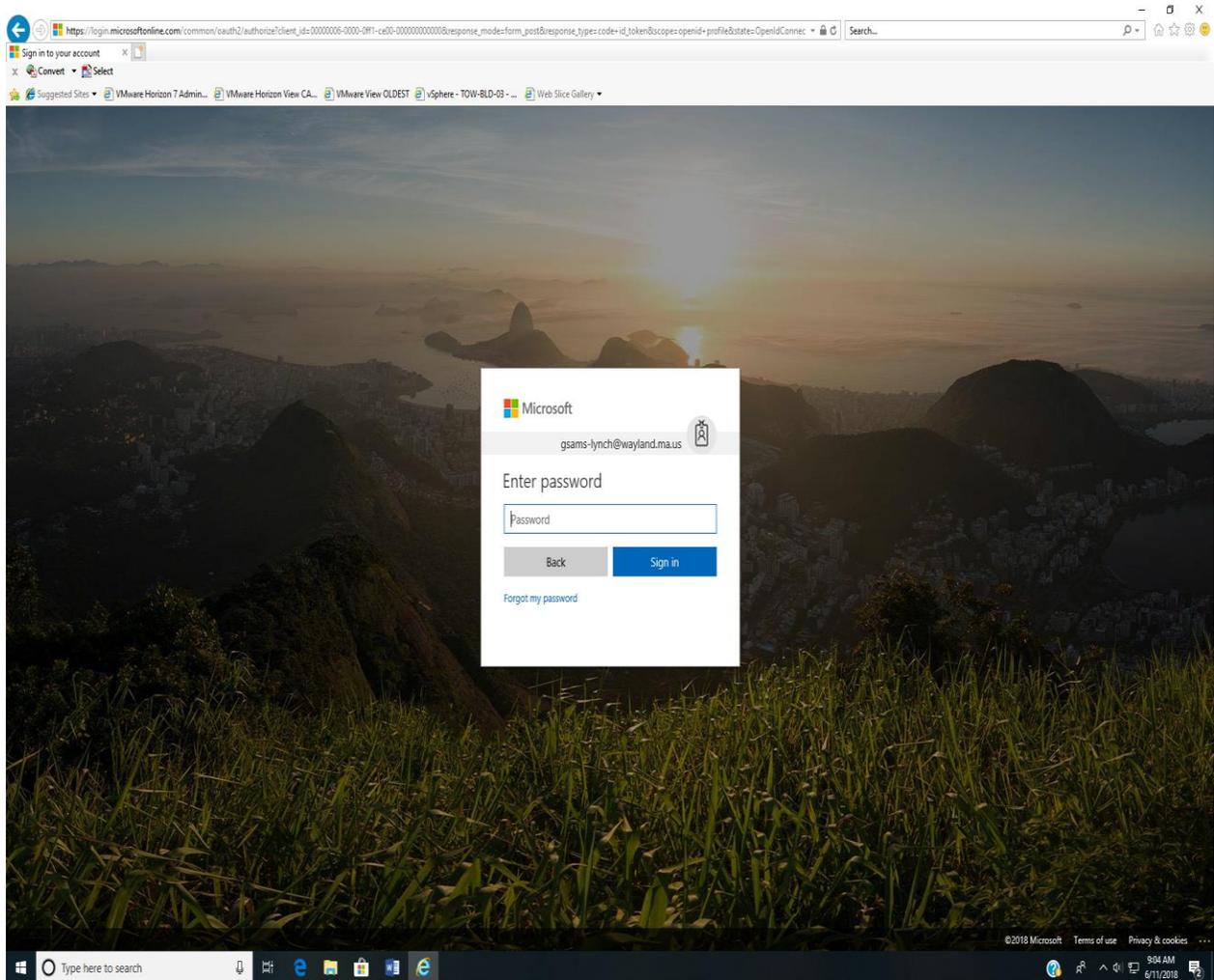
## MICROSOFT OFFICE 365 ONLINE SIGN IN

1. Go to the sign-in webpage, <https://portal.office.com>. Enter you Town of Wayland email address using the username/email address on the sheet or email you received and click **Next**.



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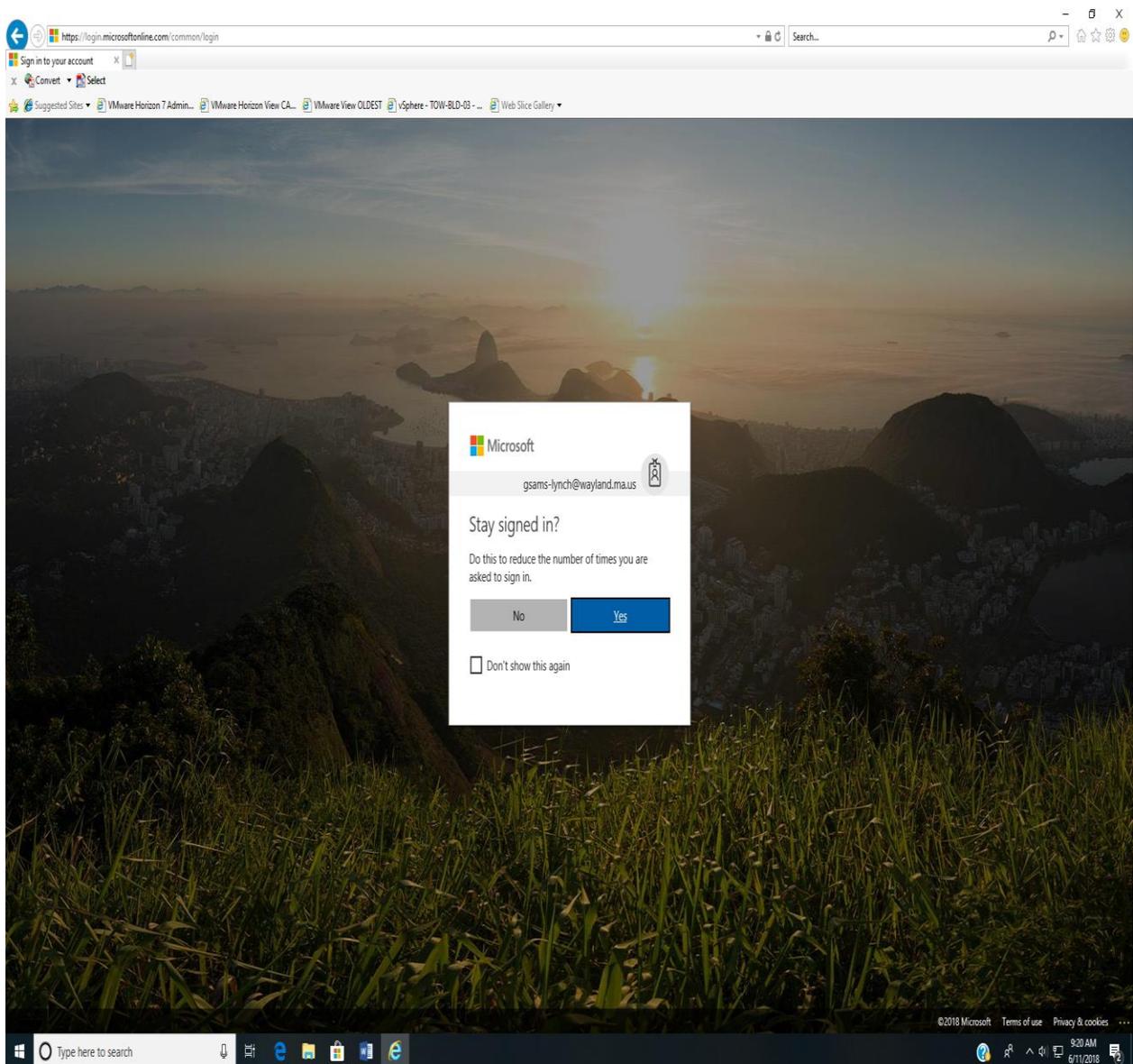
2. You will be prompted to enter your password. Type in the initial password from the sheet or email you received.



Once you have successfully signed in with the temporary password, you will be prompted to create a new password. Follow the instructions on the password change page.

## MICROSOFT OFFICE 365 ONLINE SIGN IN

3. You will be asked if you want to “Stay Signed In”. If you are on your own computer which requires a login at startup it is safe to say yes. If you are using a public or shared computer you should answer “No”.



## MICROSOFT OFFICE 365 ONLINE SIGN IN

- Once you sign in, you should click <Outlook> App icon to access your mailbox.

Good morning

Apps [Install Office apps](#)

Outlook Admin Security & Compliance Calendar People Tasks

[Explore all your apps](#)

Calendar [New Event](#)

Monday, June 11, 2018

Mon 11 Tue 12 Wed 13 Thu 14 Fri 15 Sat 16 Sun 17

Keep track of your week  
Click the New Event button to add an event to your calendar

[Open Calendar](#)

[Feedback](#) [Need help?](#)

9:21 AM 6/11/2018

## MICROSOFT OFFICE 365 ONLINE SIGN OUT

1. To log out, click on your initials in the upper right corner and select <Sign out>.

The screenshot displays the Microsoft Office 365 Outlook web interface. The browser address bar shows the URL: <https://outlook.office365.com/owa/?realm=wayland.ma.us&resvurl=1&ll-cz=1033&module=0&path=/mail/inbox>. The page title is "Office 365 Outlook". The main content area shows an email inbox with several messages, including one from "Ivy Exec Market Research" with the subject "Research Study on IT-Related Purchasing Decisions".

In the upper right corner, the "My accounts" panel is visible, showing the user's profile: "Sams-Lynch, Gwendolyn" with the email address "GSams-Lynch@wayland.ma.us". Below the profile, there are links for "Sign in to IM", "Open another mailbox...", "My account", and "Sign out".