



GET CONNECTED TO CAWG OFFICE 365 WEB PORTAL

Getting connected to the CAWG Office 365 Web Portal is easy. It requires NO SOFTWARE INSTALL, NO CONFIGURATION OPTIONS, please use the following instructions to login to your mailbox.

- 1.) Navigate to <http://office365.cawgcap.org>

The page will look similar to the image on the right:

- 2.) Enter the value located in the Office 365 Username field from the email received.
- 3.) Enter the value located in the Office 365 Password field from the email received..
- 4.) Click on Sign In

Everyone is required to change their password upon logging into the system the first time. The image on the left is what you will see:

- 4.) Enter your current password
- 5.) Enter a NEW PASSWORD please note that it must be 8 characters, and be complex which means it must contain (3) of the following items

- Upper Case Letters
- Lower Case Letters
- Numbers
- Special Character

- 6.) Click Update Password and Sign In

You will now be presented with the screen

on the right. This is notifying you that extra information is required so that you can recover your password should it ever get lost. Everyone is required to setup at least ONE of these on the original sign in.

- 7.) Click on Set it up now
- 8.) Select your login name and password click Sign In

You will be presented with (3) items – you must Setup at least (1) of these now. You can do the rest later. But it is strongly suggested that you setup all of them now.

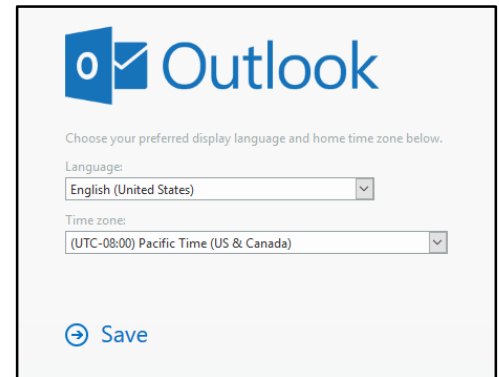
- 9.) Click on Finish when completed.

Next a screen requesting that you select your time zone.

10.) Select the appropriate time zone

11.) Click on Save

You will now be logged into your mailbox. It is suggested at this point to use the following links to learn more about the product.



The screenshot shows the Outlook interface for selecting a preferred display language and home time zone. At the top left is the Outlook logo. Below it, the text reads "Choose your preferred display language and home time zone below." There are two dropdown menus: "Language" set to "English (United States)" and "Time zone" set to "(UTC-08:00) Pacific Time (US & Canada)". At the bottom left, there is a blue "Save" button with a right-pointing arrow icon.

Office 365 Learning Center

<https://support.office.com/en-us/article/Office-365-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb?ui=en-US&rs=en-US&ad=US>

Office 365 Training Videos

<https://support.office.com/en-us/article/Office-365-for-business-training-e990f8ff-56d7-450e-ad9f-74ae8718ef09>

GETTING SUPPORT

If you encounter problems outside of these items and you still cannot get logged in then from the cawgcap.org website Click on Members → IT / Email / Subscriptions → Submit Support Request and create a support ticket and someone will assist you. Alternatively you can send an email to support@cawg.cap.gov and a ticket will be automatically created for you. You will receive an email from the support help desk with a ticket number