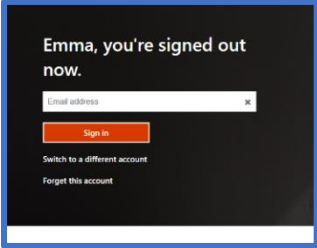
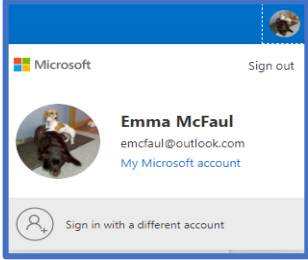
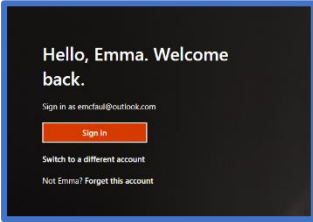


Office 365 e-mail

How to log into and sign out of Microsoft Multiple accounts

<p>1. Open your Google Chrome browser, and tap on sign in to the https://office.com using your username@sienaheights.edu education account.</p>	
<p>2. After you have sign in your sienaheights.edu account, tap on your Microsoft profile circle with a picture or initials which is in the top right corner.</p> <p>3. Tap on the Sign out, link located in the top corner Microsoft Circle.</p>	
<p>4. Go back to office.com and tap on "Switch to a different account" link.</p>	
<p>5. Type in your Log in information for a personal account into the https://office.com website using your other office login, which could be Hotmail.com outlook.com, etc. and log in with your password.com. After you log in using both of your Microsoft accounts, you will see more than one profile under your Microsoft Circle account information.</p>	