Type O365 portal into your browser click on https://www.office.com/
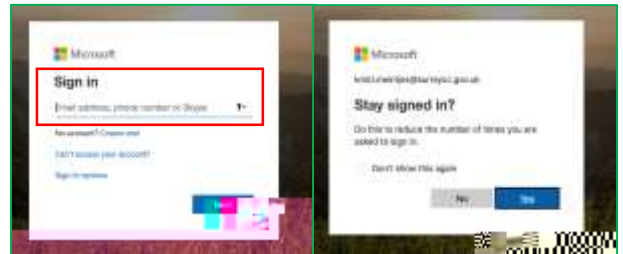
These instructions will also allow you to access your O365 account on your personal device.
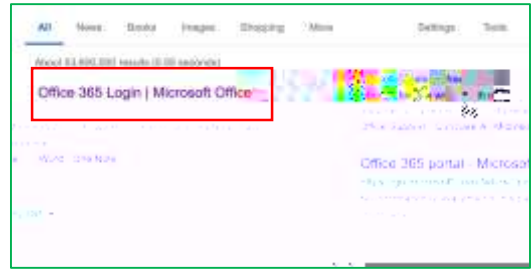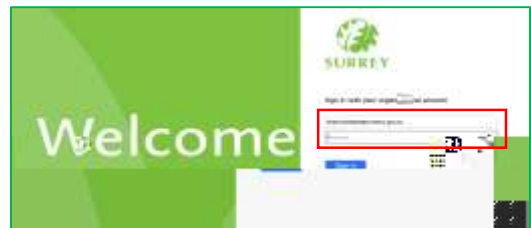

Click on '   '
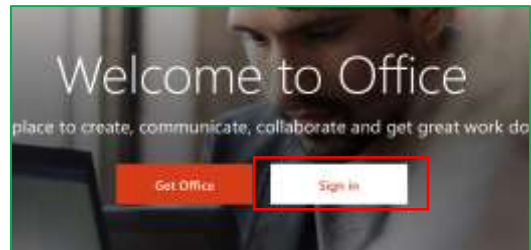
Enter your

You will be redirected to the SCC authentication page - enter your

You will be prompted for a 'one-time passcode' -

You will be redirected to the O365 application welcome page, click on '   ' to access your emails