

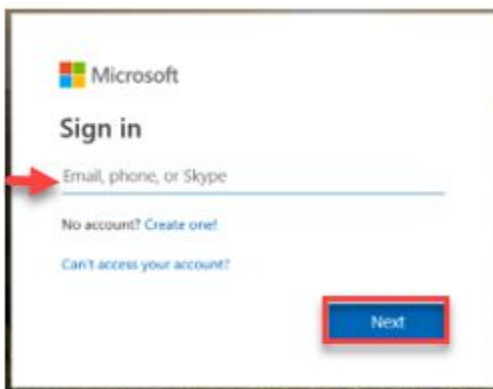


Allen Temple Baptist Church - IT Ministry Email Logon Instructions for New User

How to Login

Login to your email by doing the following:

1. Open an **Internet Browser** (e.g., Microsoft Edge, Google Chrome, Firefox, etc.) and enter <https://portal.office.com>
2. A **Sign in** screen like the following will appear. Enter your email address and click the **Next** button.



3. A screen like the following will appear. Enter your temporary password and click the **Sign in** button.





Allen Temple Baptist Church - IT Ministry Email Logon Instructions for New User

Once you have successfully signed in with your temporary password, you can create a new password by following the instructions on the sign in page.