

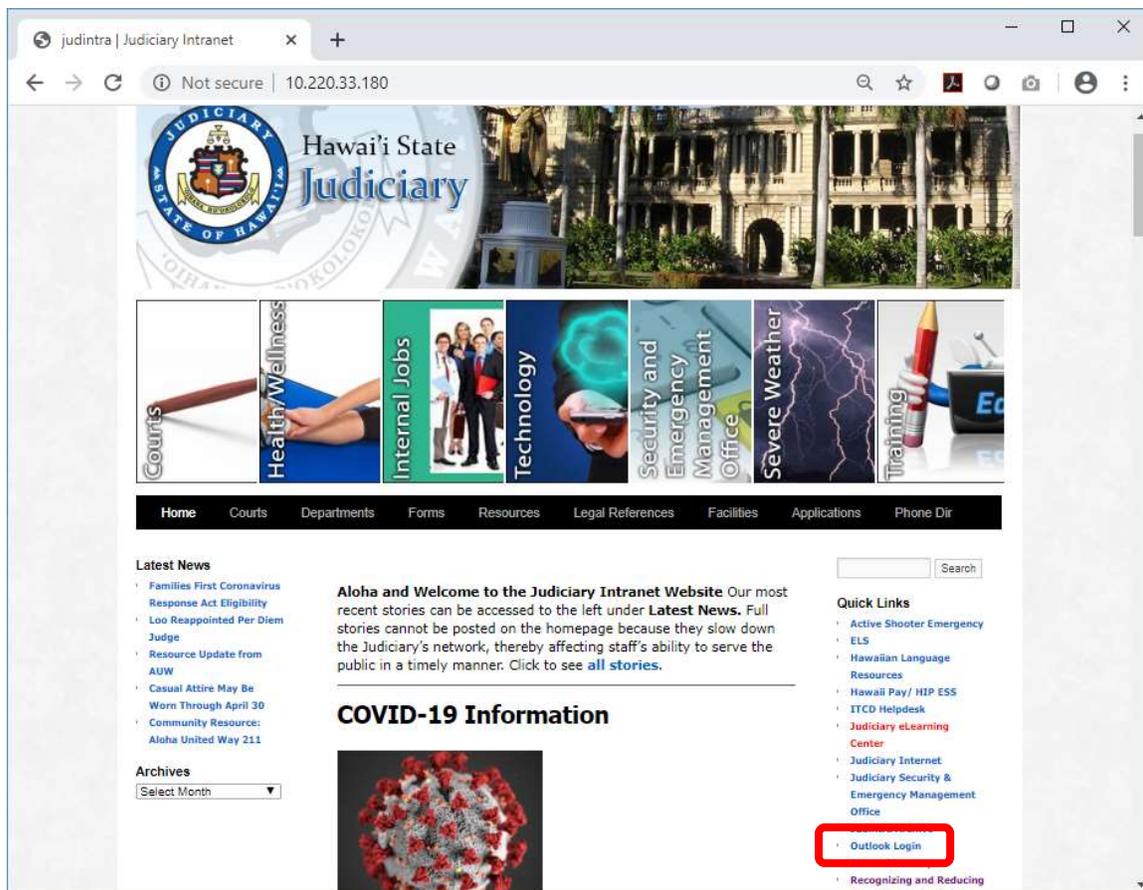
How to log into Outlook on the Web

IMPORTANT: You will need to know your Active Directory (AD) or your office PC's Windows password to log into Outlook. This is the first password you enter after powering on your PC. This is not your SmartCloud password.

If you do not know what this password is, please contact the ITCD Helpdesk at x5812 or helpdesk.requests@courts.hawaii.gov to get your password prior to logging into Outlook.

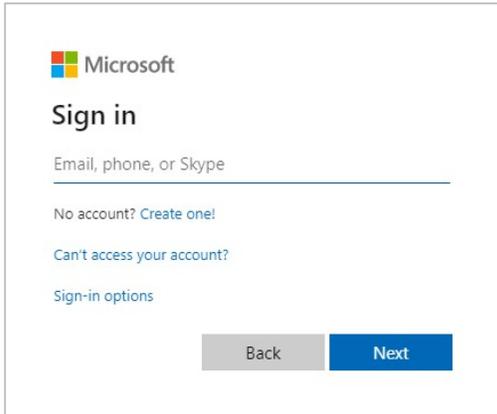
1. There are two ways to access the Outlook login screen: (a) From the JudIntra, the Judiciary Website or (b) Web URL.

(a) There is a quick link named **Outlook Login** on JudIntra.



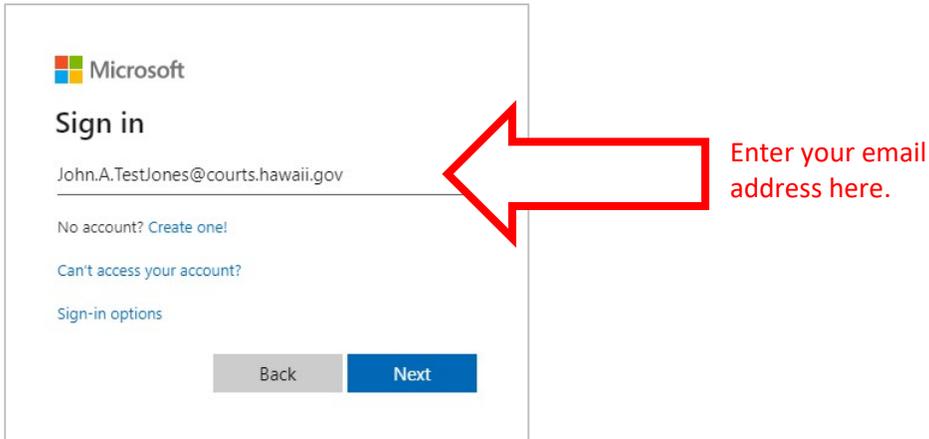
(b) Or type <https://portal.office.com> in your web browser.

2. You will see the following:



The image shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button.

3. Type your email address. Your email address is the same address as your SmartCloud address (ex: John.A.TestJones@courts.hawaii.gov). Click **Next** to continue.



The image shows the Microsoft sign-in interface with the email address "John.A.TestJones@courts.hawaii.gov" entered into the input field. A red arrow points from the text "Enter your email address here." to the input field. The rest of the interface, including the "Back" and "Next" buttons, is the same as in the previous screenshot.

4. If prompted for password, enter your Active Directory (AD) or your office PC's Windows password.



The image shows the password entry screen for the Hawaii State Judiciary. At the top left is the Hawaii State Judiciary logo. Below it, the email address "john.a.testjones@courts.hawaii.gov" is displayed. The main heading is "Enter password". Below this is a text input field with the placeholder text "Password". Underneath the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right of the form is a blue "Sign in" button.

5. If prompted to “Stay signed in?”, this will limit the amount of prompts you receive to login when accessing Office 365. We recommend selecting **Yes** when using your own office computer. If on a shared computer, select **No**.



6. Click on **Outlook** to access your email.



If you encounter any issues with accessing your email, please contact the ITCD Helpdesk at x5812 or helpdesk.requests@courts.hawaii.gov.