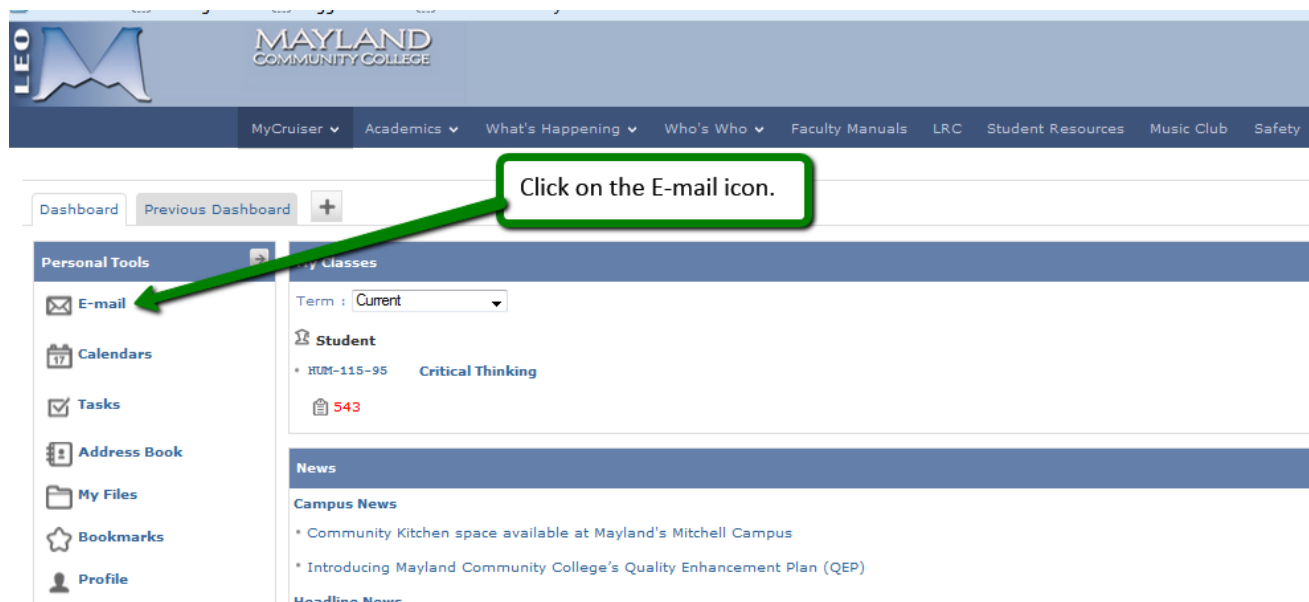


## LEO and Microsoft Office 365 (O365) Email

Office 365 is the official email service for all Mayland Community College students, faculty, and staff.

You may access your O365 email by clicking the Email link in LEO, which will open a new window and prompt you for your email address and password.



For additional information on Office 365 email features and functionality, please click the following link:

<http://office.microsoft.com/en-us/support/work-with-email-HA104103989.aspx>

For information on additional Office 365 features and functionality, please click the following link:

<http://www.mayland.edu/email/BasicTasksInO365.pdf>

**\*\*\*IMPORTANT\*\*\***

**You should always sign out of your Office 365 email and you should always sign out of LEO. Signing out of one does not sign you out of the other.**