How to access 0365 remotely

This tool has always been available and is currently available.

1. Go to www.muni.org using a search engine tool

2. Scroll to bottom of the page, and in the bottom right of the blue section click For Employees

Or go to https://portal.muni.org/logon and you will see this page

3. Use the same login credentials as when at your desktop, click login
4. The above screen will appear, it is critical you know your passwords or have saved them to a tool that you are able to access from personal devices.

5. This portal allows you to access your MOA O365 however not access to the G:Drive.

6. Logout when you are done to protect our network and your information.

7. To log back in look for the “click here” link in the Your session is finished box.