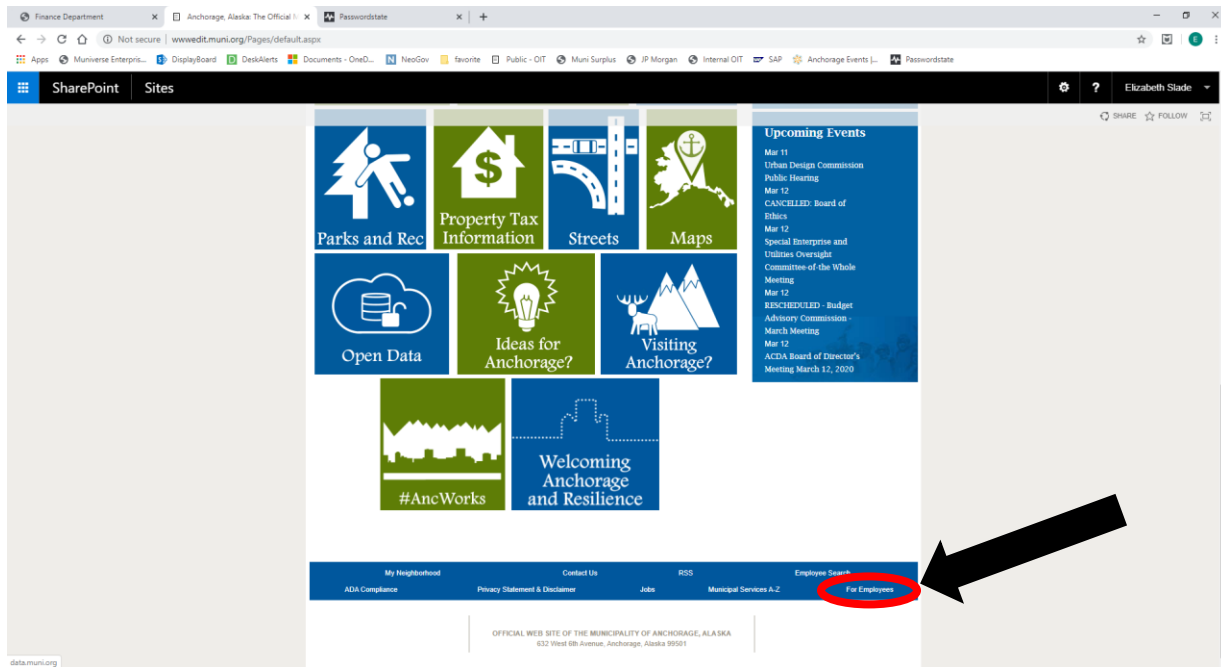


How to access Outlook remotely

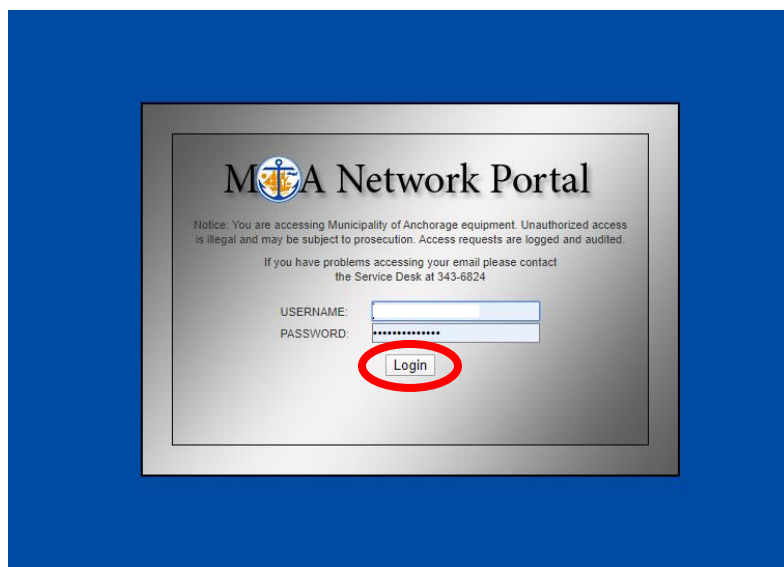
This tool has always been available and is currently available.

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

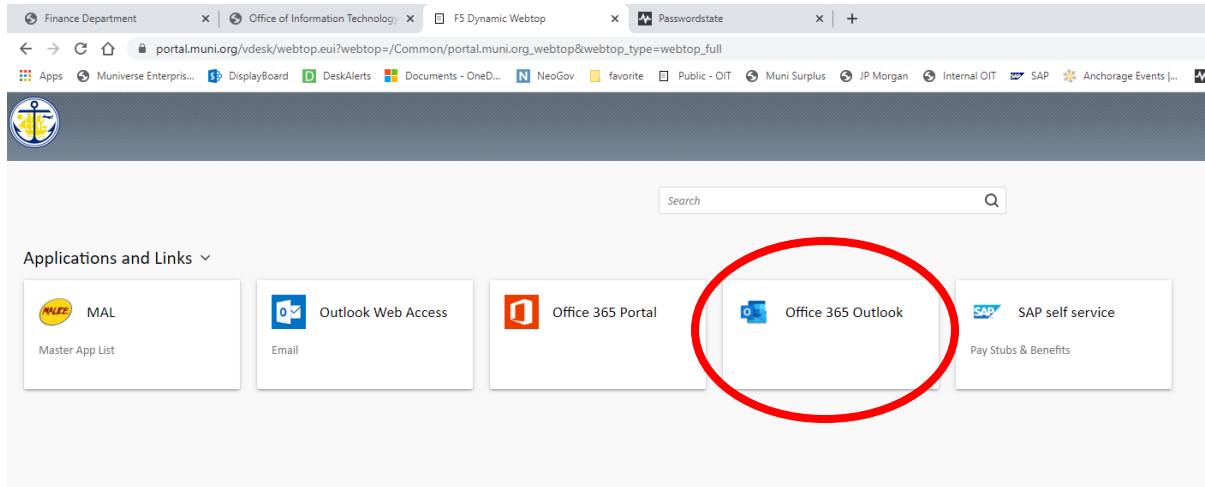


2. Scroll to bottom of the page, and in the bottom right of the blue section click For Employees

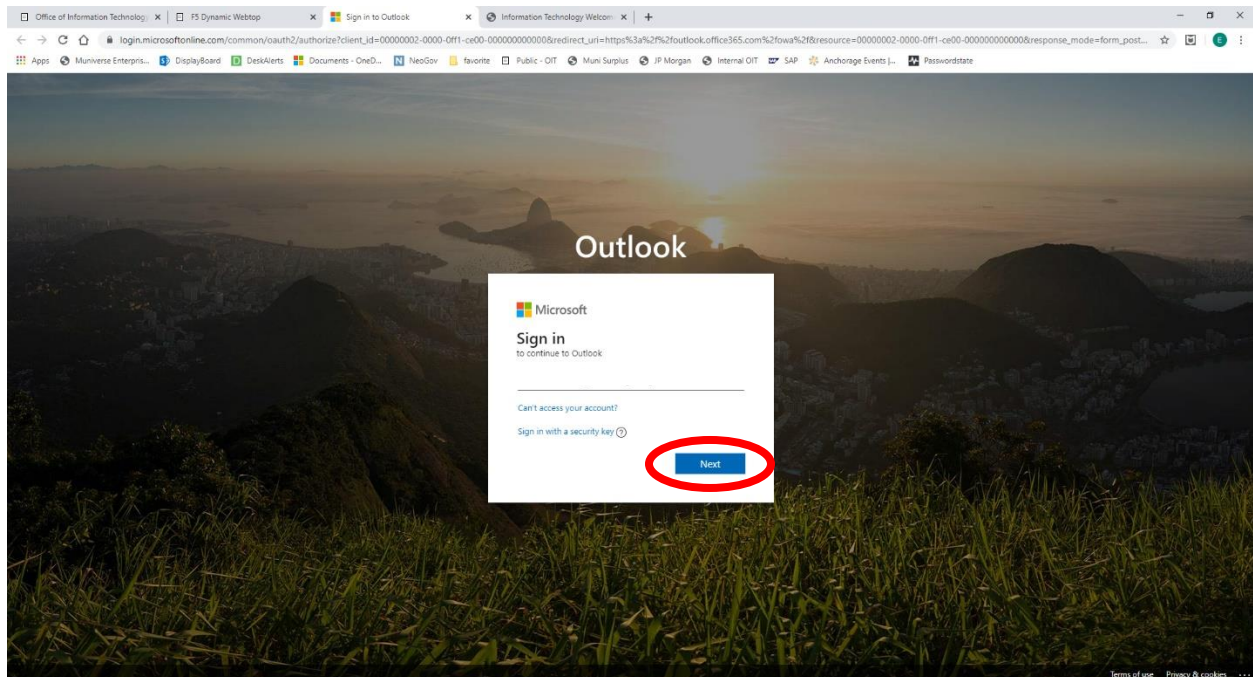
Or go to <https://portal.muni.org/login> and you will see this page



3. Use the same login credentials as when at your desktop, click login



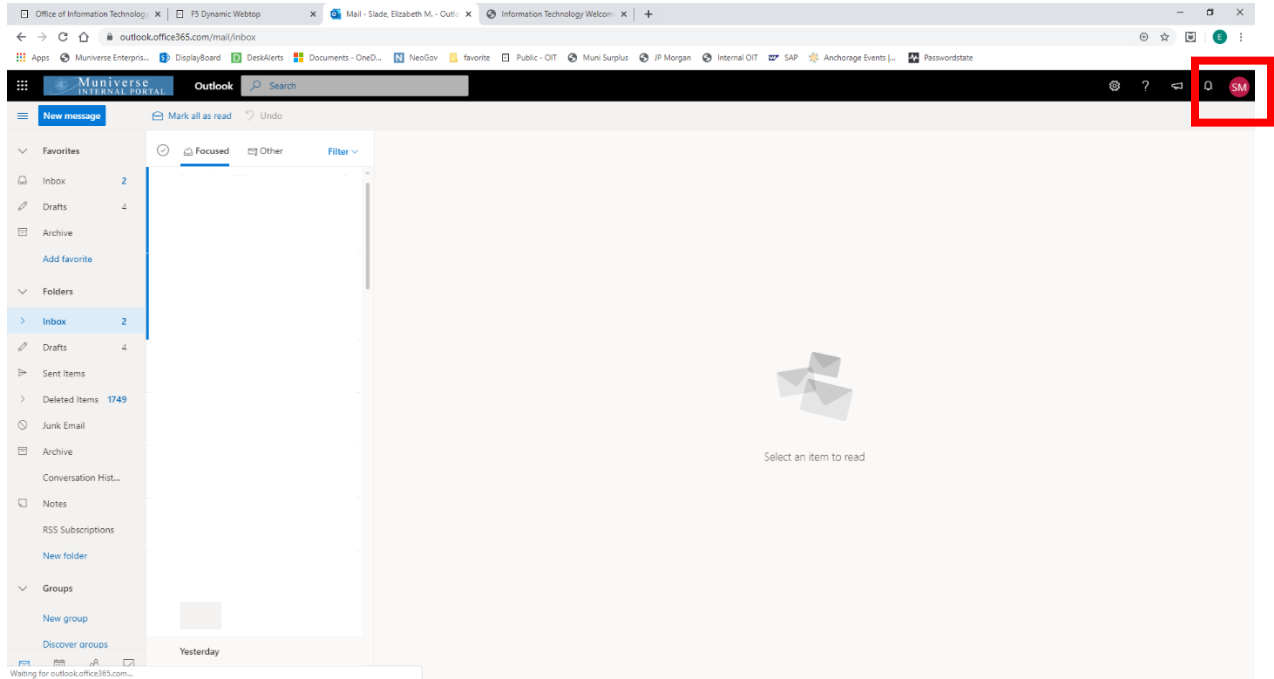
4. The above screen will appear, it is critical you know your passwords or have saved them to a tool that you are able to access from personal devices.
5. Click the Office 365 Outlook box.



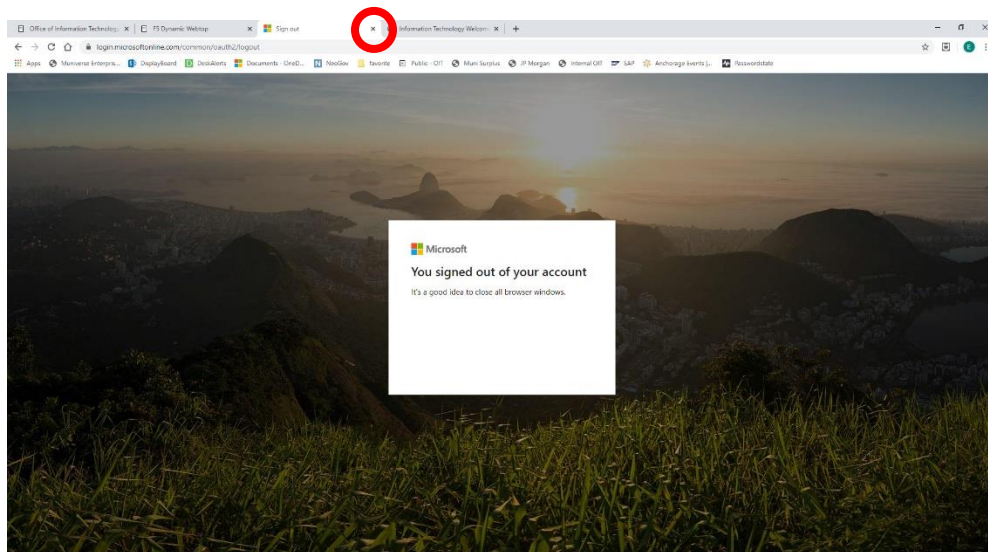
6. The above screen will appear, enter you full email address:

firstname.lastname@anchoragak.gov. After initially entering the following logins will only ask you to pick the account you wish to use.

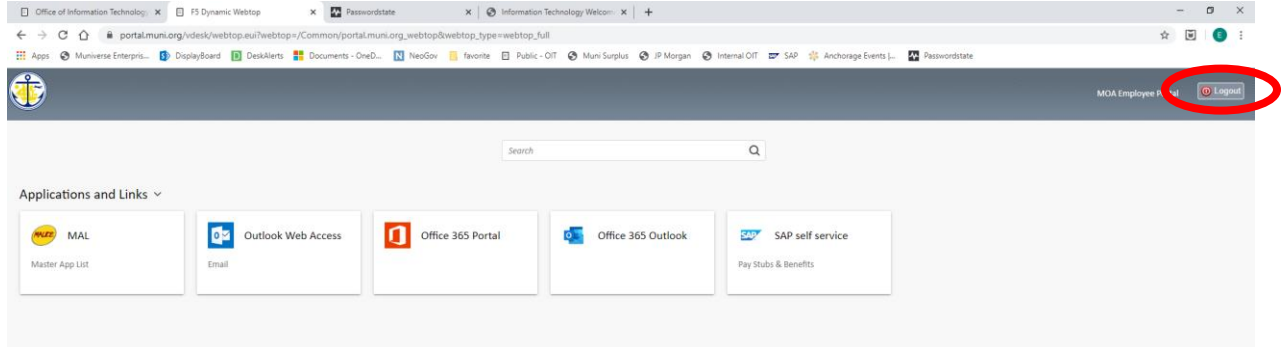
7. It may ask the first time you login to select a time zone, do so and then click next.
8. The screen will look almost exactly like what you see on your normal desktop except the top banner will say Muniverse Internal Portal.



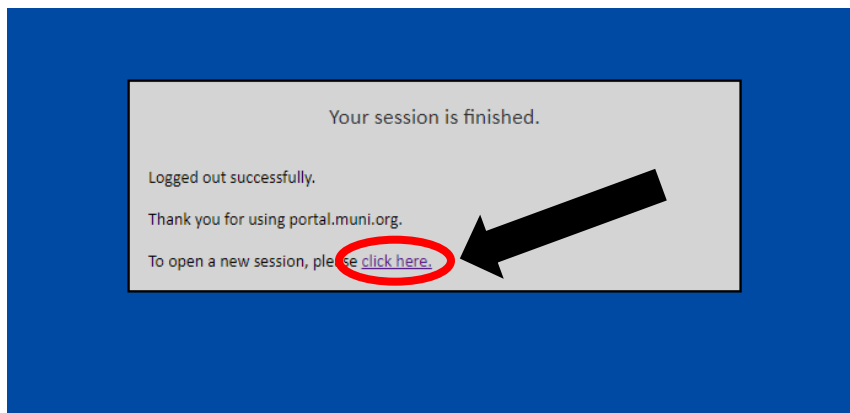
9. To sign out or Logout go to the top right corner, the red box area shown above and click.
10. Then select sign out.



11. This screen will appear, close that window.



12. If you are done using the MOA Network Portal click logout in the top right hand corner.



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