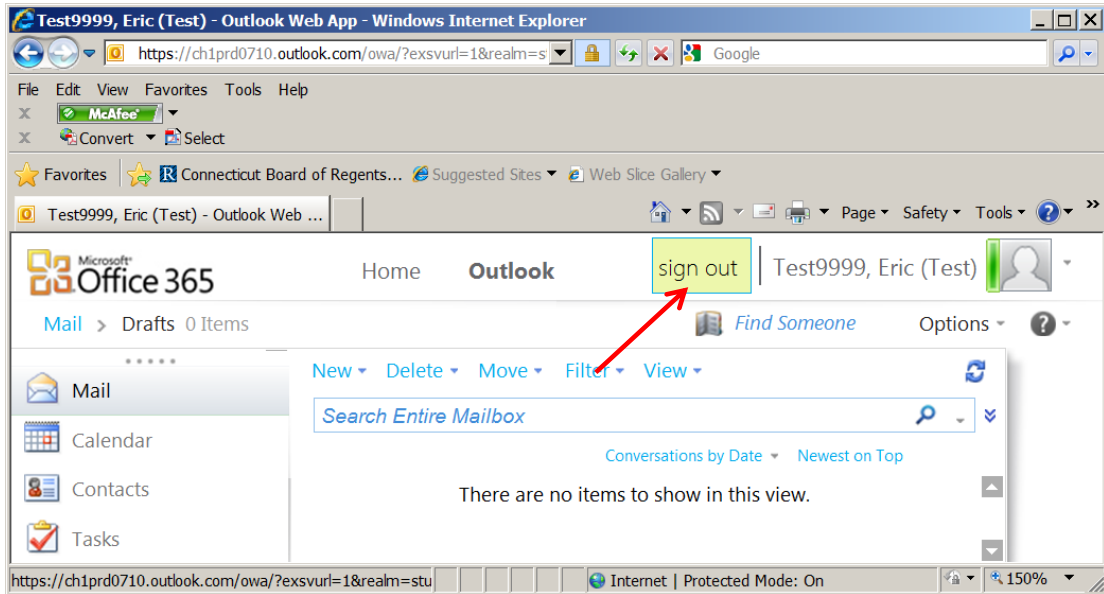


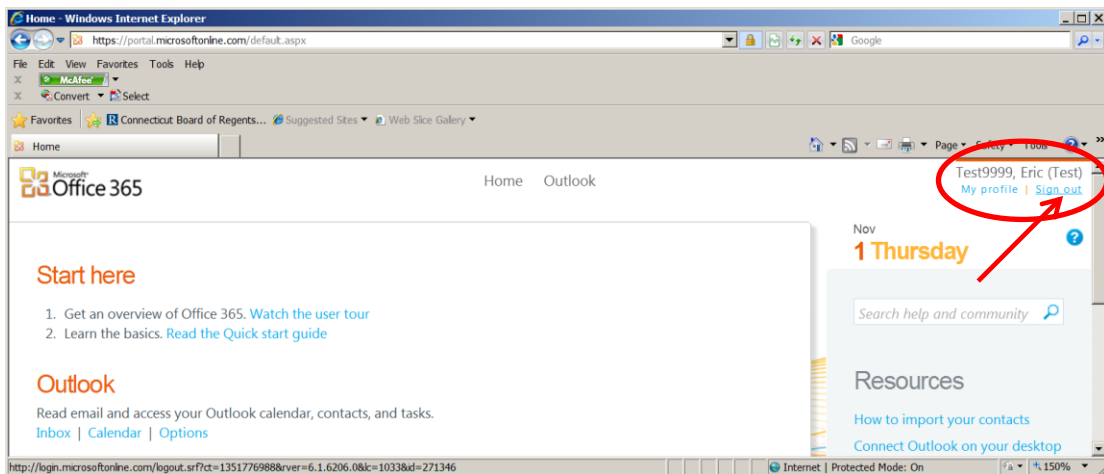
1. What are the steps for signing out of Office 365?


Proper sign out procedure will help prevent someone else from using the computer to access your mailbox or your username. Even if you plan to continue using the computer to visit other Web sites; first, make sure to thoroughly sign out of Office 365 and close all browser windows after every session. Please follow these steps:

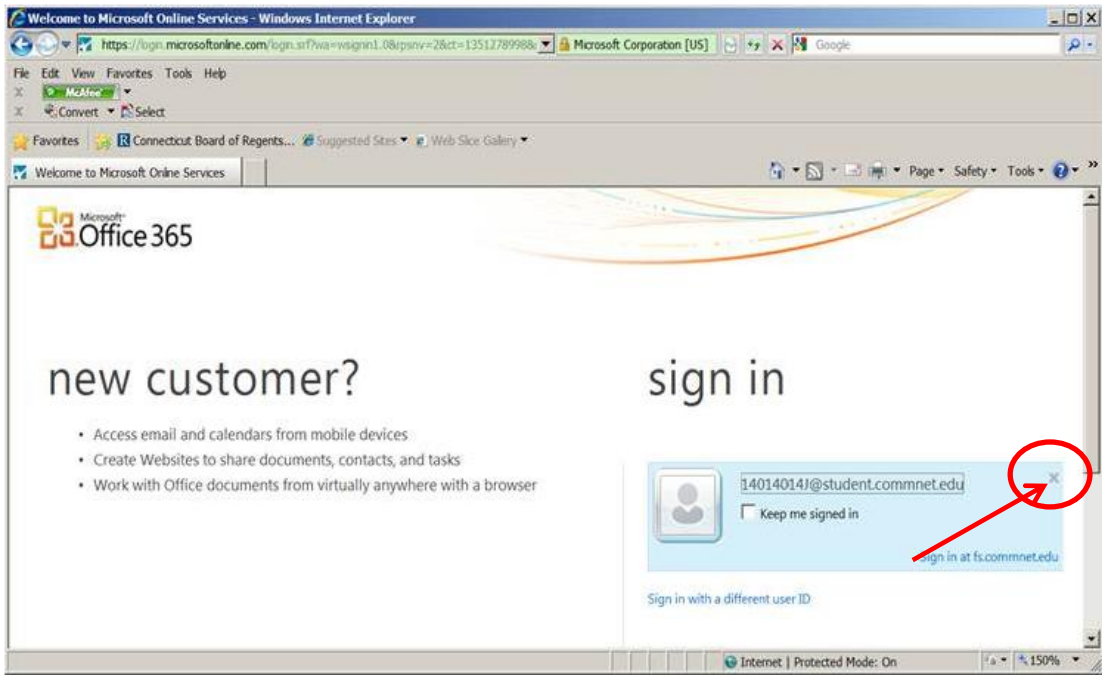
- a. To sign out of **Outlook Web App** (e-mail), click on 'sign out' on the toolbar:




- b. To sign-out from **Office 365 Home Page**, click 'Sign out' under your Office 365 Display Name:



- c.  If you are presented with the Office 365 portal 'sign in' page displaying your NETID username, click on 'x' next to the username. This is a critical step, particularly on a public/shared computer such as a kiosk:



- d.  Close **all** browser windows. This is a critical step, particularly on a public/shared computer such as a kiosk:

