How to log into O365 without using VPN

Type O365 portal into your browser click on https://www.office.com/
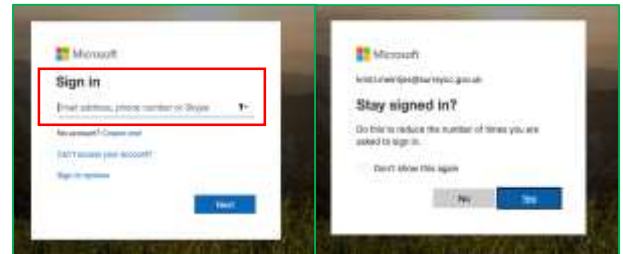
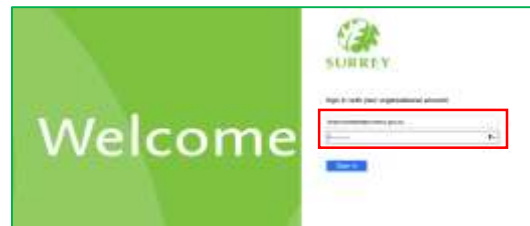These instructions will also allow you to access your O365 account on your personal device.
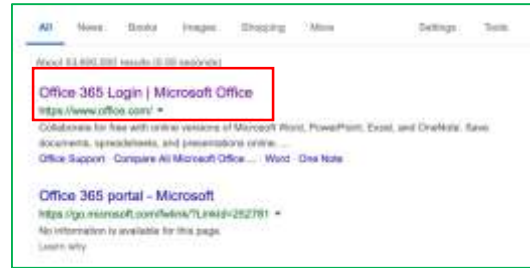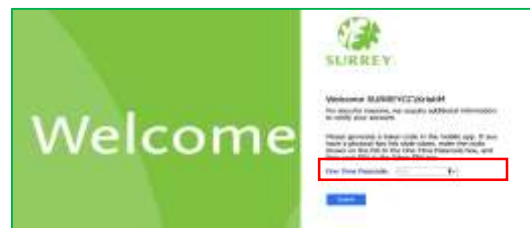
Click on '**sign in**'
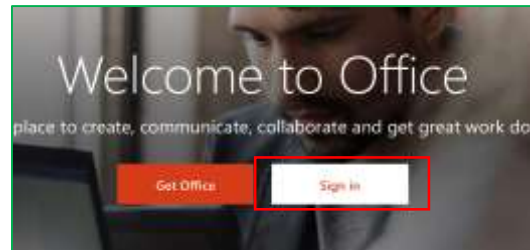
Enter your **FULL email address**

You will be redirected to the SCC authentication page - enter your **LAN password**

You will be prompted for a 'one-time passcode'- **using your Freja app or token generate and enter the passcode**

You will be redirected to the O365 application welcome page, click on '**Outlook**' to access your emails