Visit "http://www.microsoftonline.com" and sign into your Microsoft account with your email address and password.
Click on "Mail" to access email.
Click "New" to compose a new email.
How to Sign In/Out of Office 365 and compose an email

Compose an email.

1. Enter the recipients' email address in the To, Cc, or Bcc box.
2. In the Subject box, type the subject of the message.
3. In the Message box, type a message.
4. After you finish composing your message, click Send.
How to Sign In/Out of Office 365 and compose an email

Sign Out of Office 365

1. Click on the profile icon in the top right corner of the Outlook window.
2. Select "Sign Out" from the options available.
How to Sign In/Out of Office 365 and compose an email

You signed out of your account

It's a good idea to close all browser windows.