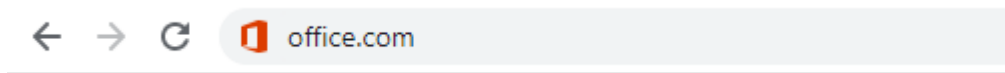


1: How to access school email

When at home or using a mobile device, you can easily access your emails using office online by following these steps:

1. Open your preferred browser, i.e. google chrome and type in the URL **Office.com** and press enter.



2. This will load a login page for office 365, click on 'sign in'

3. Enter your **school email address** as the username and **school password** as the password.

4. Once signed in you will be taken to the landing page of office 365, to access your emails simply select the **Outlook** icon.



5. Once outlook is selected it will open up and you will able to access your emails as normal.