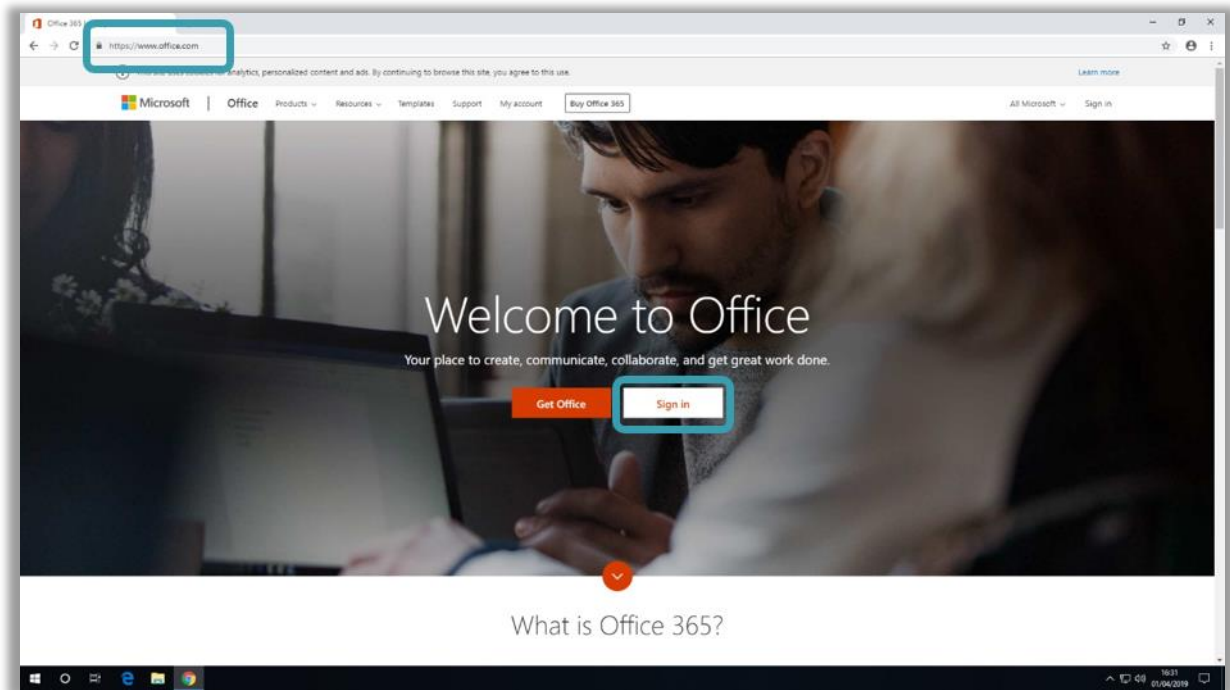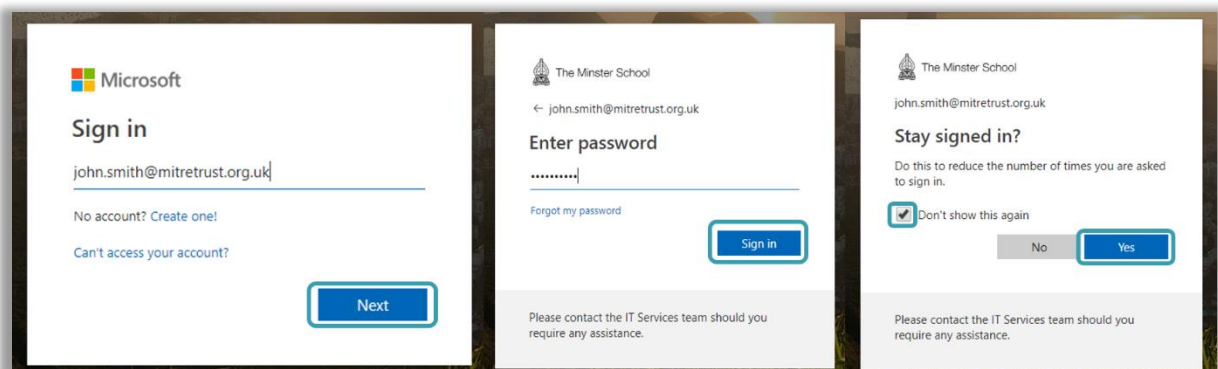# – Accessing email using office.com

1. Open your preferred browser and navigate to **www.office.com**; once the page has loaded click **"Sign in".**

2. Enter your email address and click **"Next"**. After being redirected enter your password and click **"Sign In"**. You may wish to tick **"Don't show this again"** in the next window in order to reduce the number of times you have to **"sign in"** in future.

3. The first time you sign in you'll be asked to select you Language and Time zone. i.e. **English (United Kingdom)** and **(UTC+00:00) Dublin, Edinbrugh, Lisbon, London**. After selecting these from the dropdown lists click **"Save"**.

4. Now that you're logged into Office 365, simply click the **"Outlook Icon"** and your email will open in your web browser.