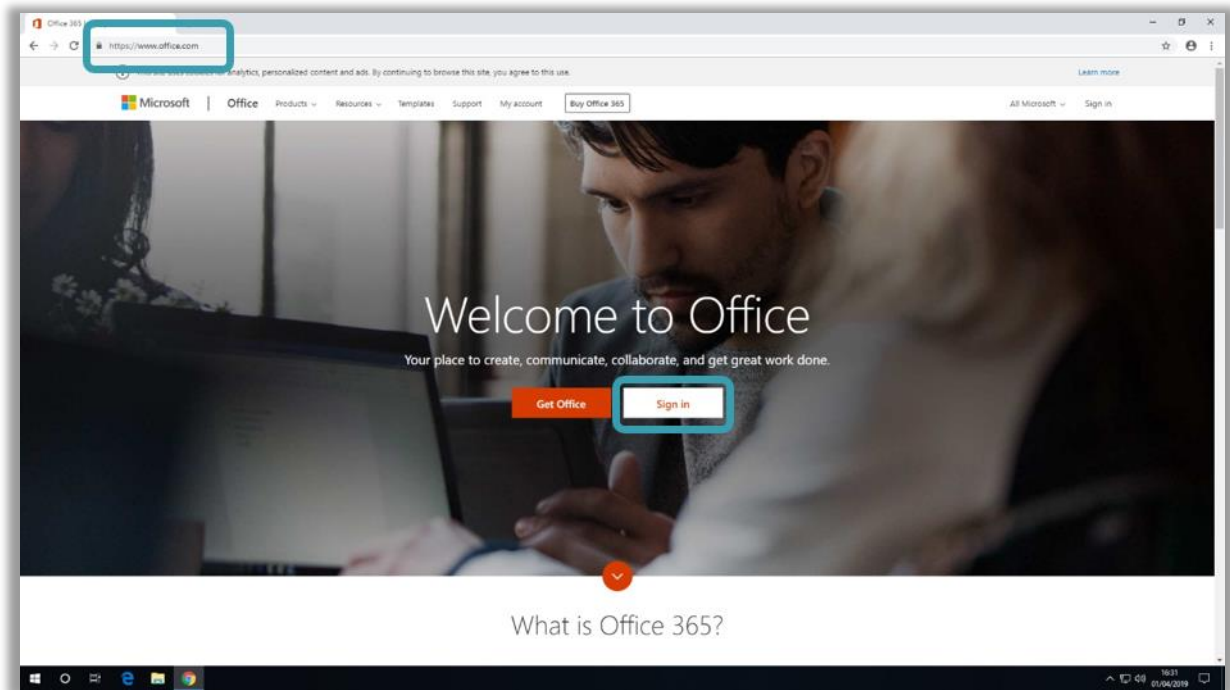


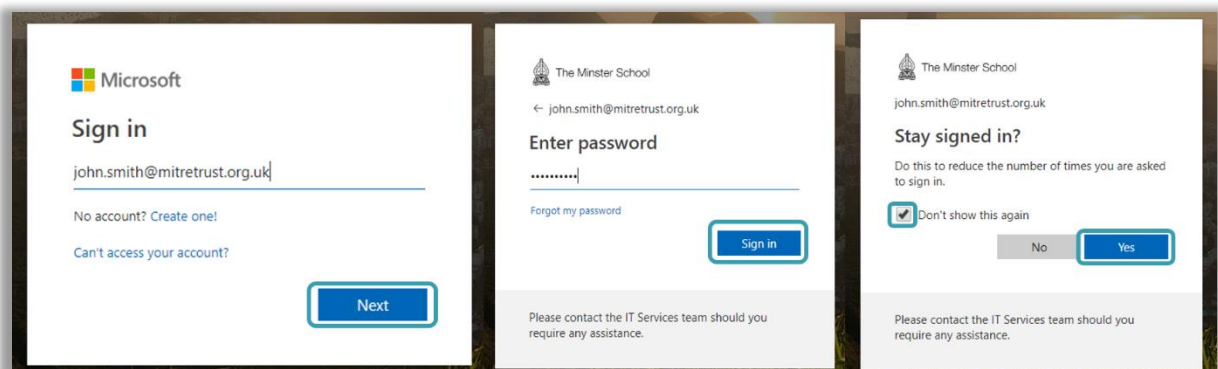


- Accessing email using office.com

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.





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

A screenshot of the Outlook web interface during the initial setup. The Outlook logo is at the top. Below it, the text 'Choose your preferred display language and home time zone below.' is displayed. There are two dropdown menus: 'Language' set to 'English (United Kingdom)' and 'Time zone' set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. A 'Save' button with a circular arrow icon is at the bottom.

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

