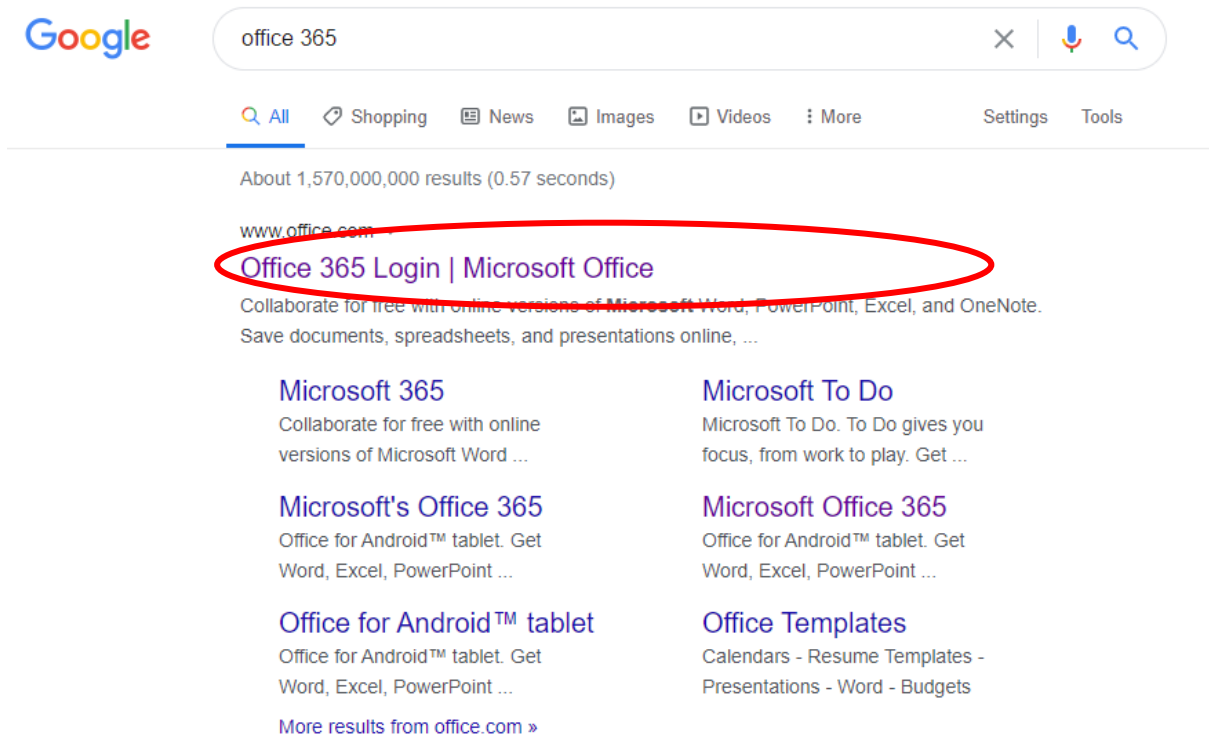
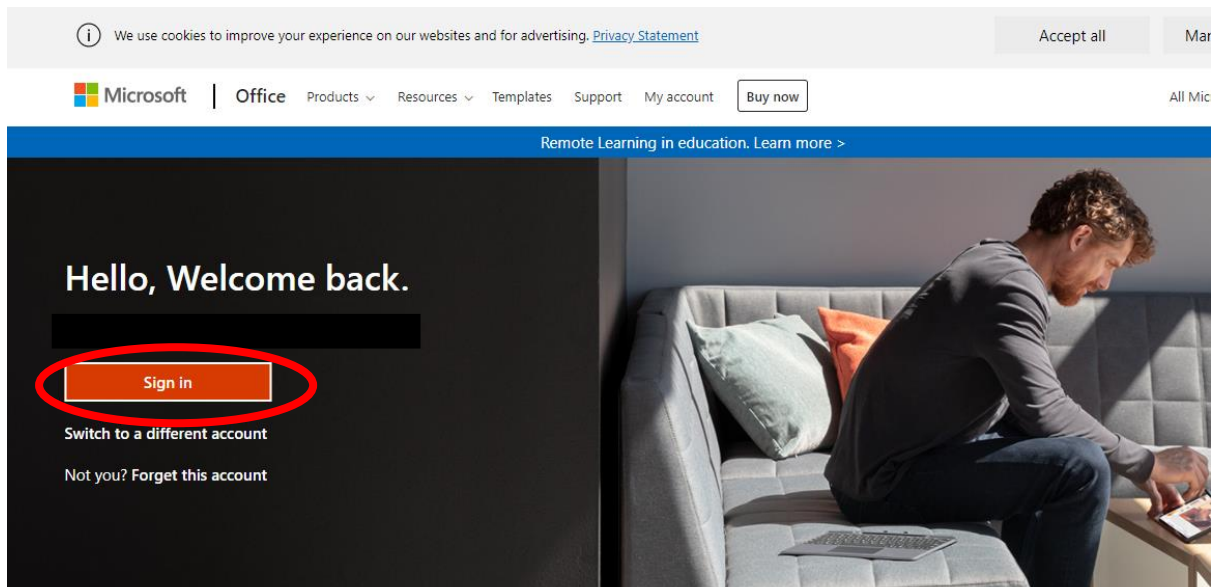


## Accessing Outlook in Office 365

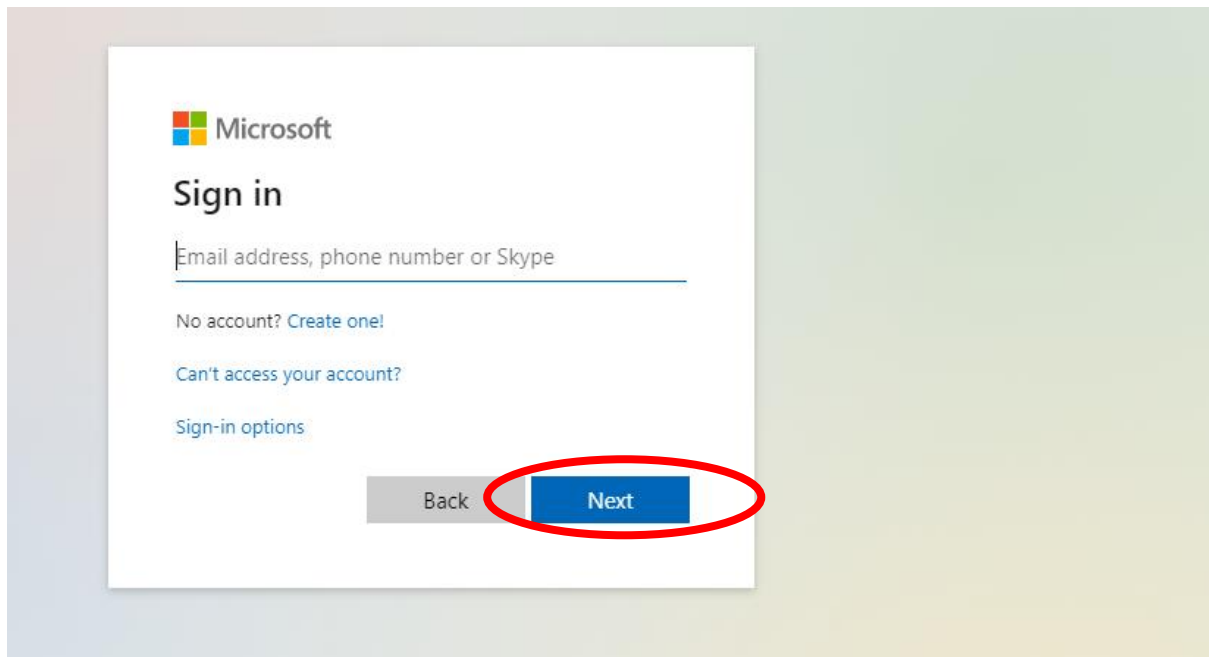
In your web browser, search office 365



Select sign in

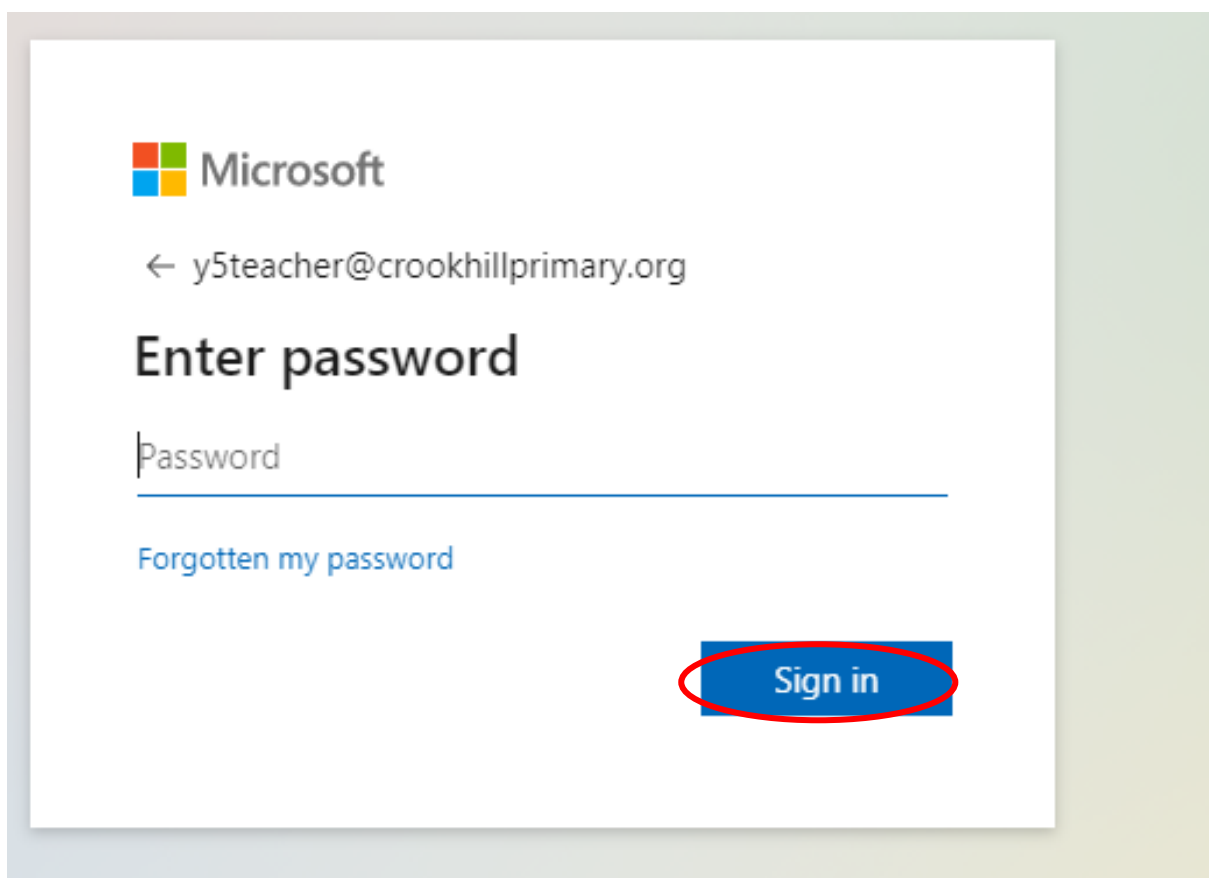


Enter your @crookhillprimary email address



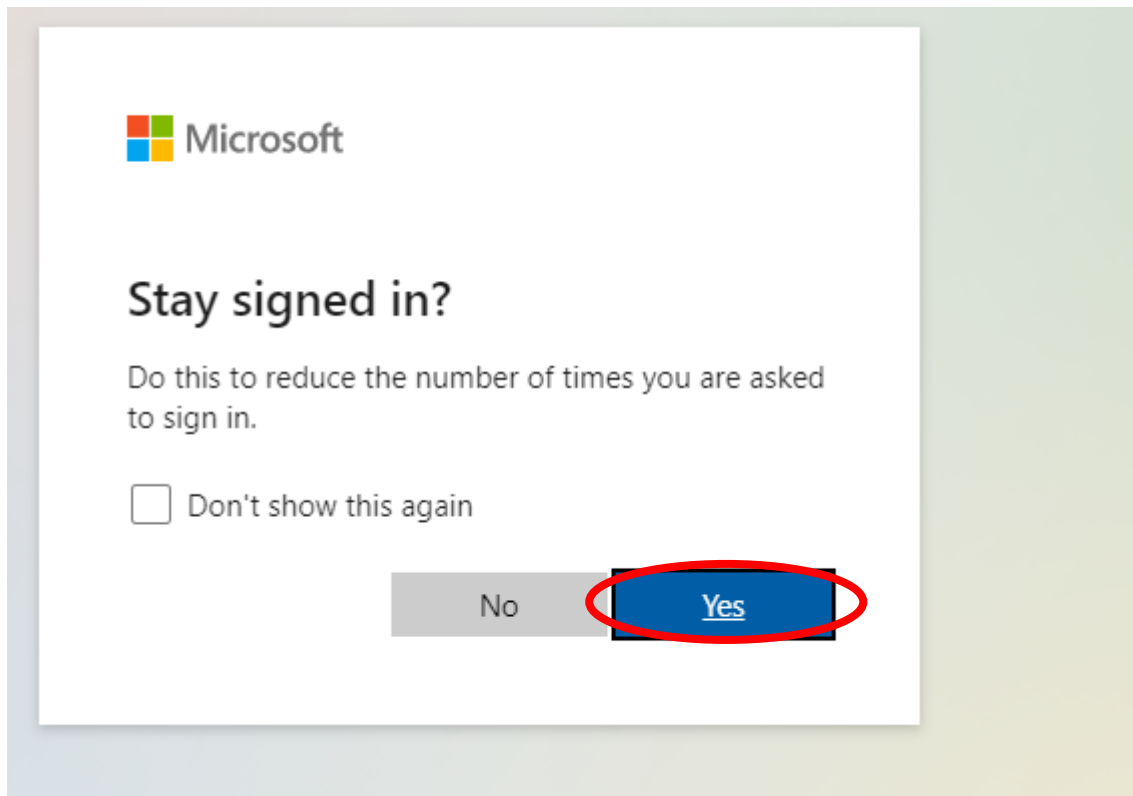
The image shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". Under the heading is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the sign-in box are two buttons: a grey "Back" button and a blue "Next" button. The "Next" button is circled in red.

Enter the password for the account

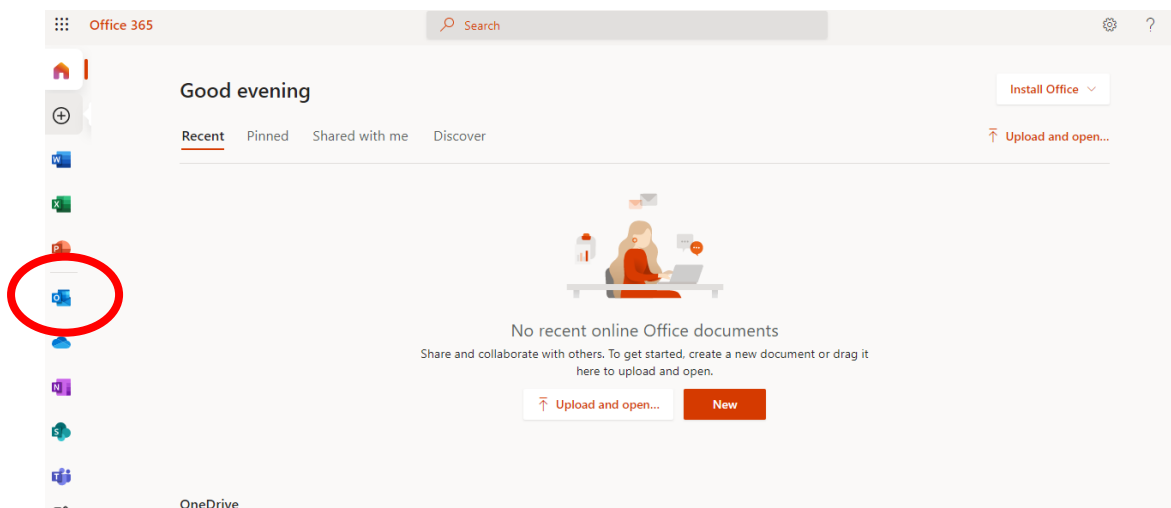


The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is a back arrow followed by the email address "y5teacher@crookhillprimary.org". The heading "Enter password" is prominently displayed. Below the heading is a text input field with the placeholder text "Password". Below the input field is a link that says "Forgotten my password". At the bottom right of the screen is a blue "Sign in" button, which is circled in red.

It would be a good idea to select 'stay signed in' as this will mean you do not need to keep entering the password.



Select the Outlook App



The mailbox will open and you can click on a message to read it.