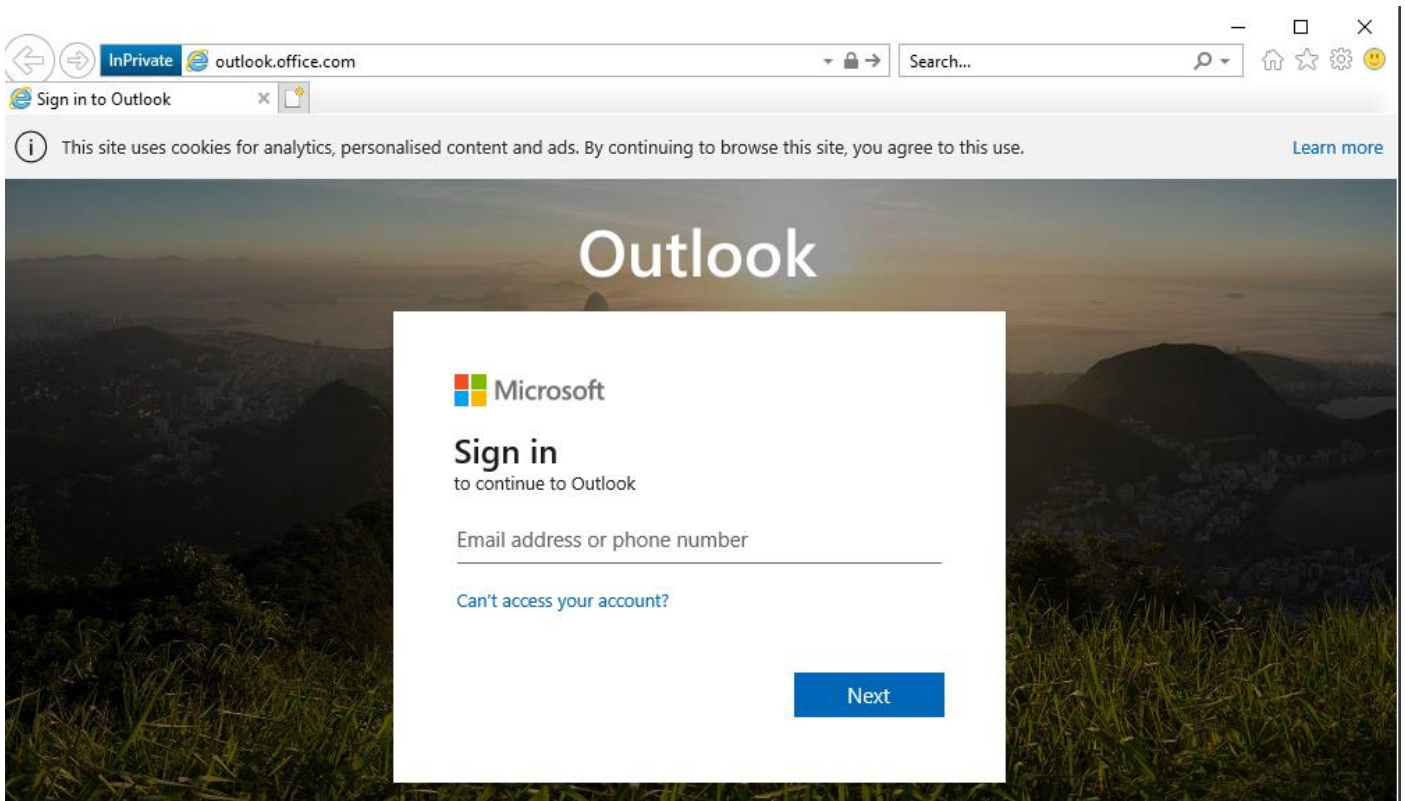
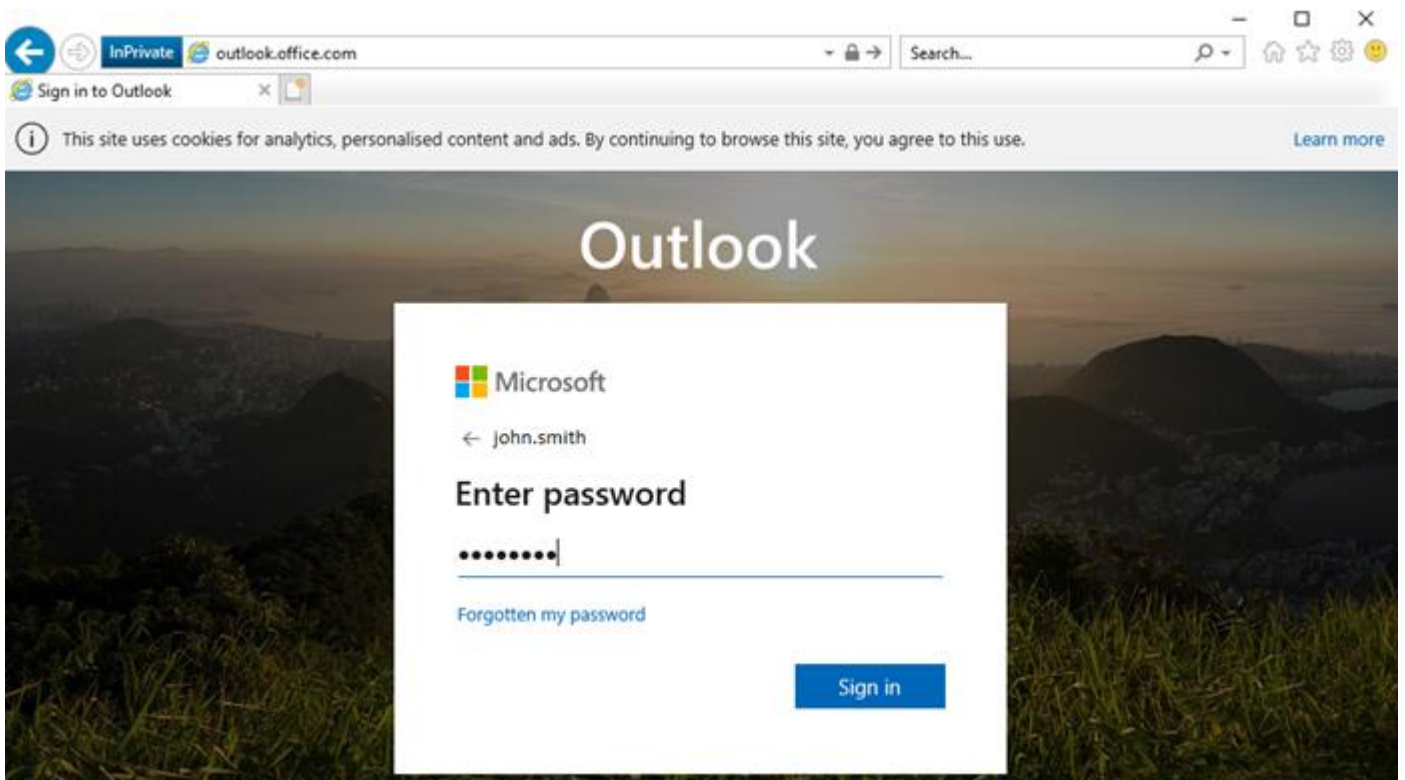


## Accessing Outlook on the Web - Webmail

- 1) Open your internet browser and go to <https://outlook.office.com> (please keep a note of this address)
- 2) You will be presented with a sign in page, **enter your email address** e.g. [john.smith@company.co.uk](mailto:john.smith@company.co.uk)

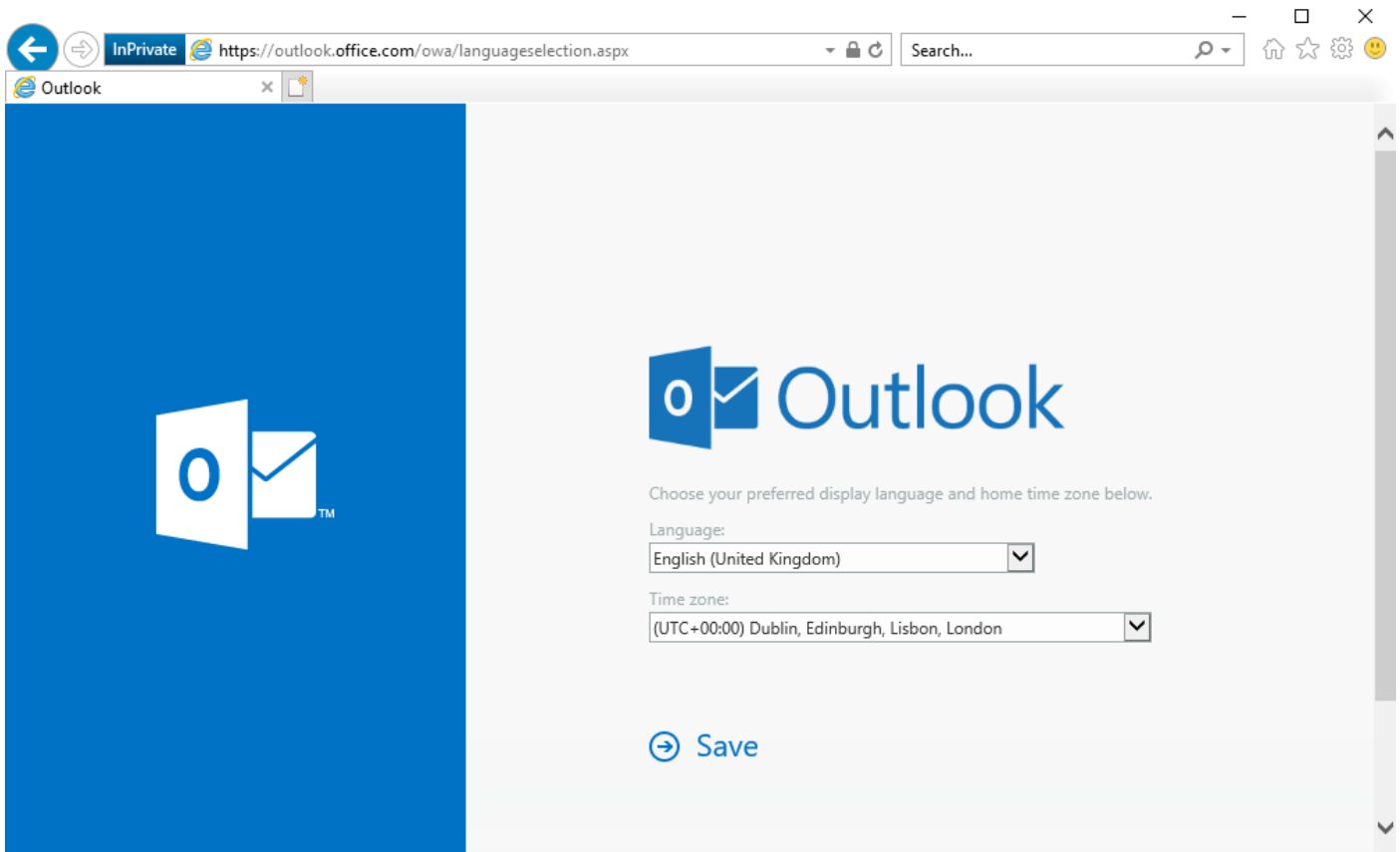


- 3) Enter your **Office 365 password**



## Accessing Outlook on the Web - Webmail

- 4) Set the Language to your preferred language - **English (United Kingdom)**
- 5) Set the Time zone to your preferred time zone – **UTC+ 00:00 Dublin, Edinburgh, Lisbon, London**
- 6) Click **Save**



- 7) You are in your webmail account

