

# Logging on to your school email

1. On your browser, go to [www.office.com](http://www.office.com)
2. Enter your email address and your password.  
If you have forgotten your password, ask your form tutor to reset it.

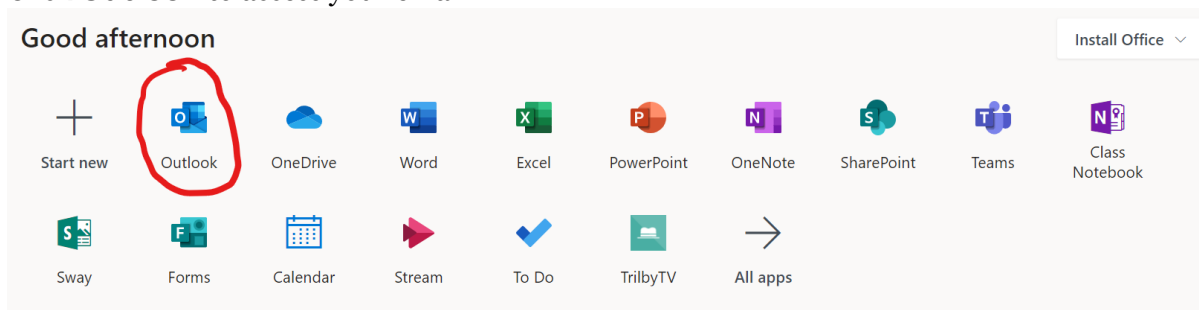
Work or school account

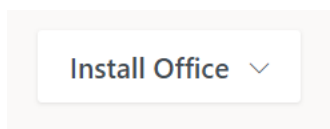
Keep me signed in

Sign in

3. Click **Outlook** to access your email



4. If you do not have Microsoft Office at home, you can click **Install Office** (in the top right-hand corner) to install it on your computer at home.



5. Click on **Inbox** to see all the emails you have received

