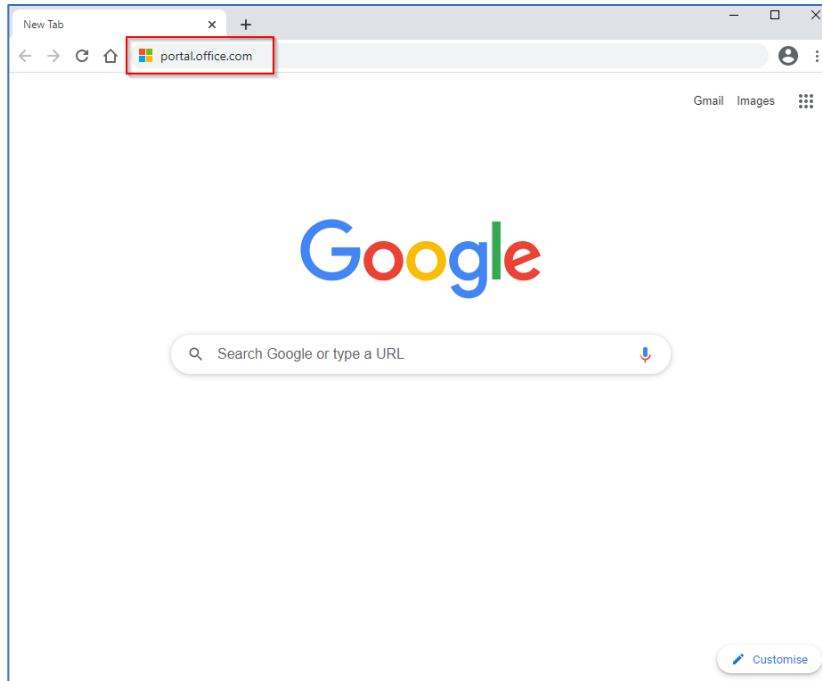




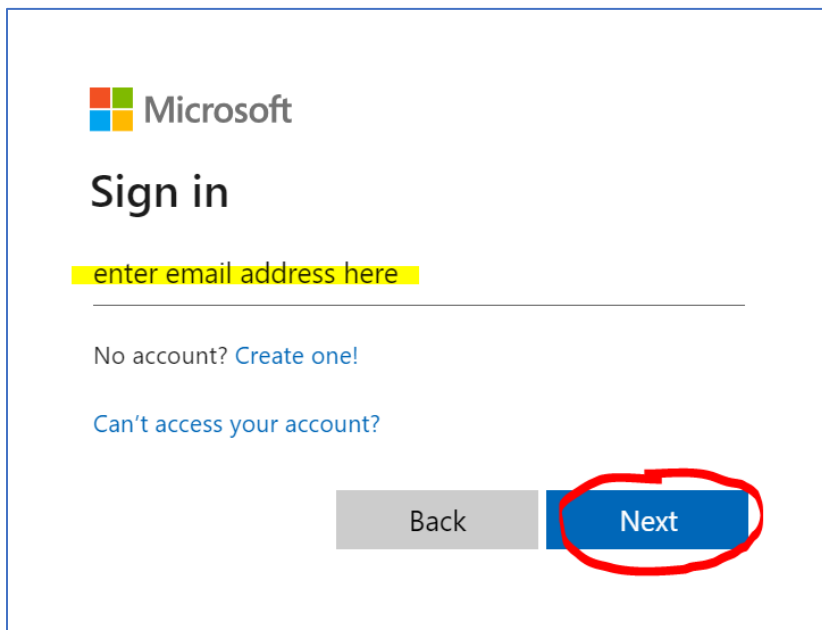
## Access to Email via Web Browser

Staff and students can access their MS 365 email accounts directly from a web browser on any device, without the need to download any apps or Outlook. This convenient feature allows users to check and manage their emails seamlessly, ensuring that they stay connected and organized whether they're using a computer, tablet, or smartphone. Simply log in through the browser to enjoy full access to your MS 365 email and other associated services.

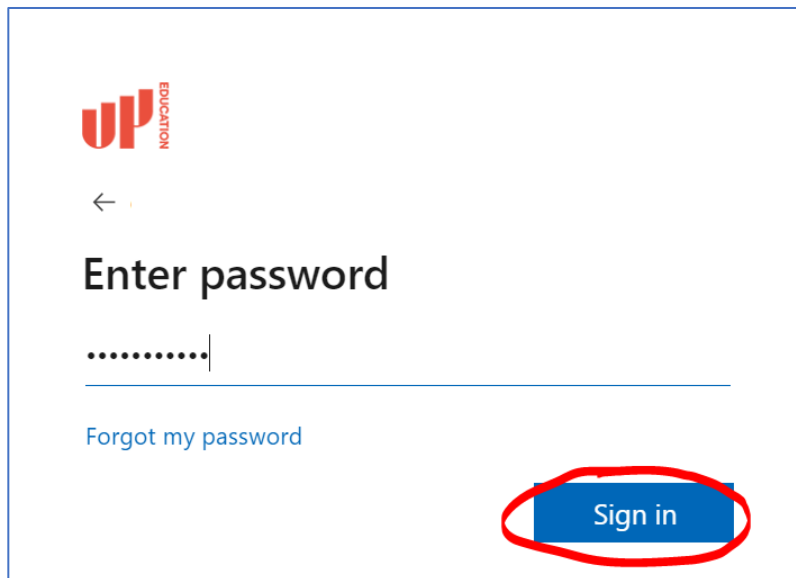
**Step 1:** In a web browser go to <https://portal.office.com>



**Step 2:** Enter your student or staff email address and click **Next**.



**Step 3:** Enter your password and click **Sign in**



**Step 4:** Click on the **App Launcher** and select **Outlook**

