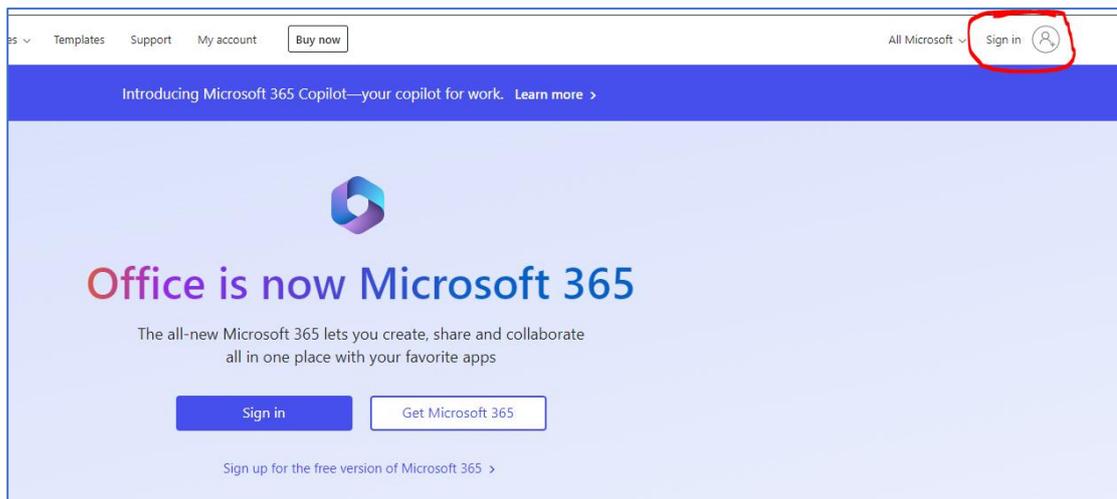# Student email access

There are two ways to access your student email.
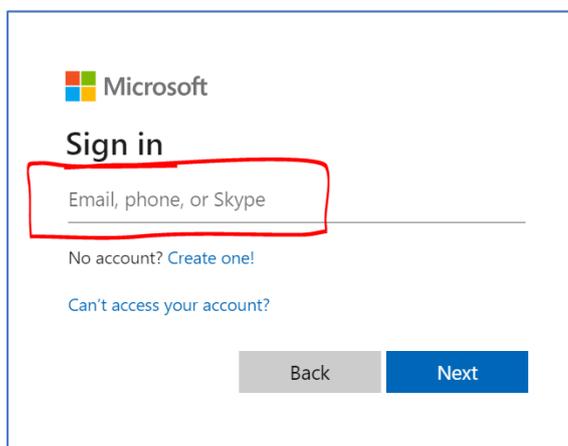
1. Accessing your email using a web browser (laptop of desktop device recommended)
2. The Microsoft Outlook app for mobile devices like phones, tablets
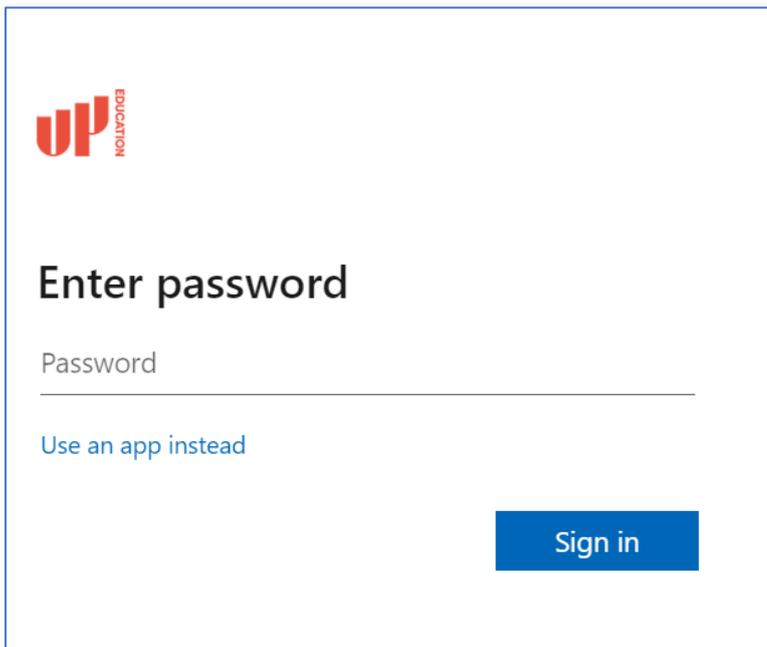
Accessing email via the Web Browser

1. In your web browser, visit https://www.office.com/
2. Click on **Sign In**

3. Enter in your student email address as your account username and click **Next**

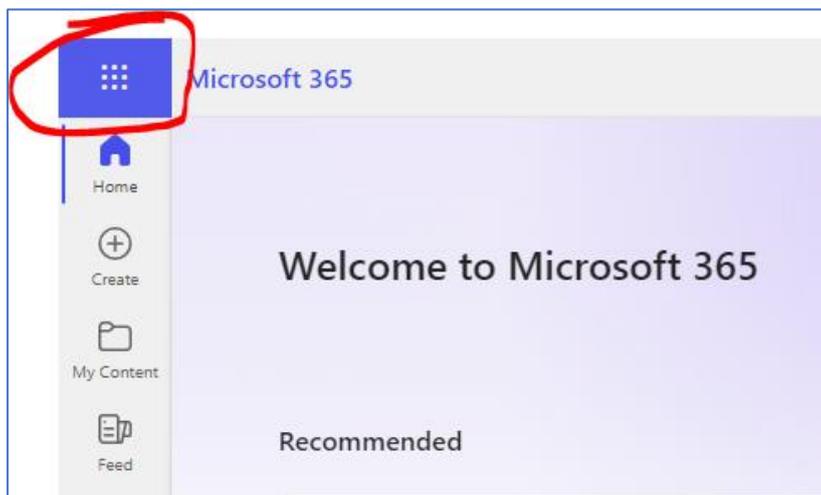4. Enter in the password for your student account and click **Sign in**
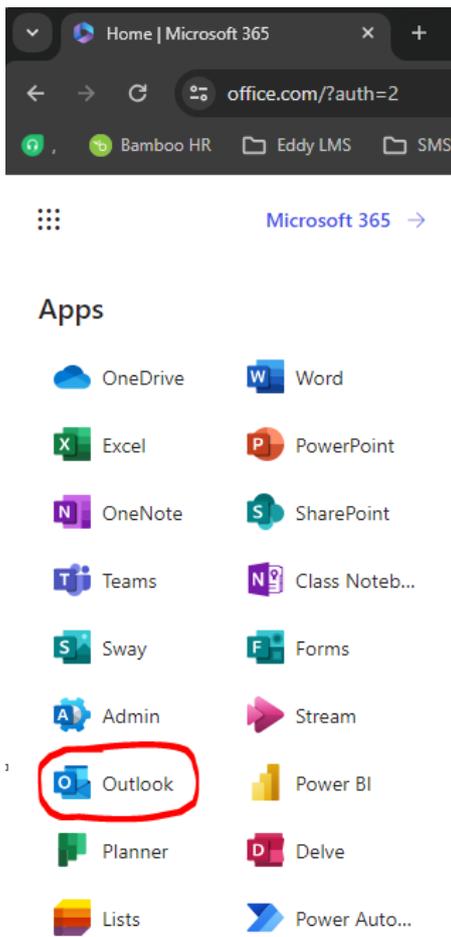

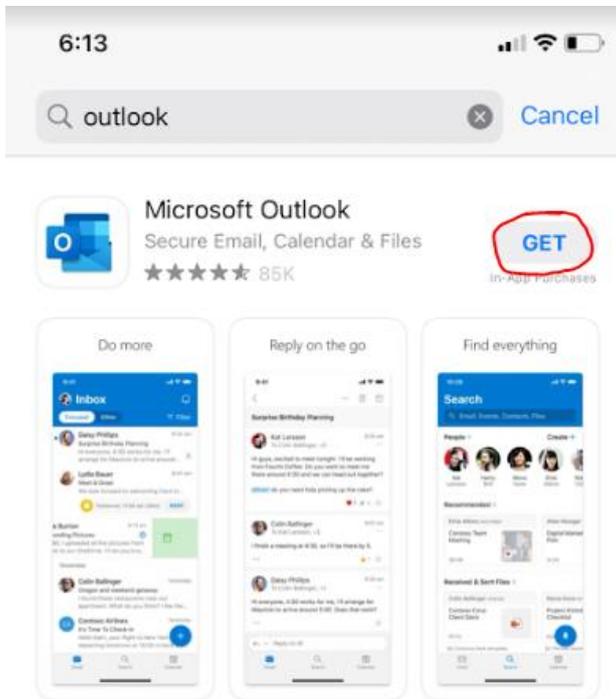5. Once logged in click on the **App Launcher**

6. Click on **Outlook**

Accessing email via the Microsoft Outlook app

1. Download the Outlook app from your mobile app store (App Store for Apple devices and Google Play for Android devices). Please note the following screenshots may differ slightly depending on the type of device you have.
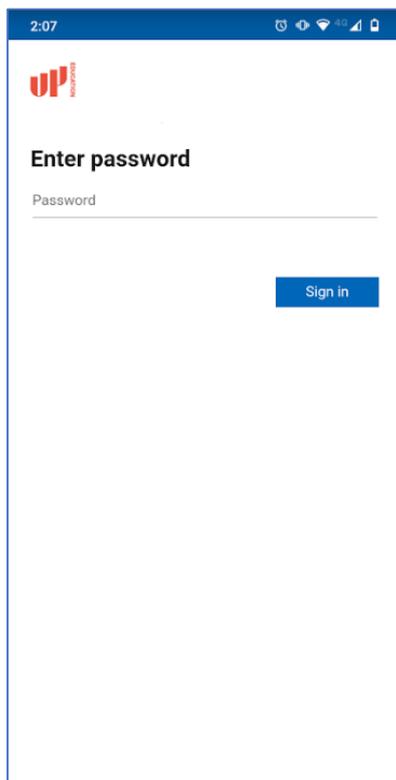

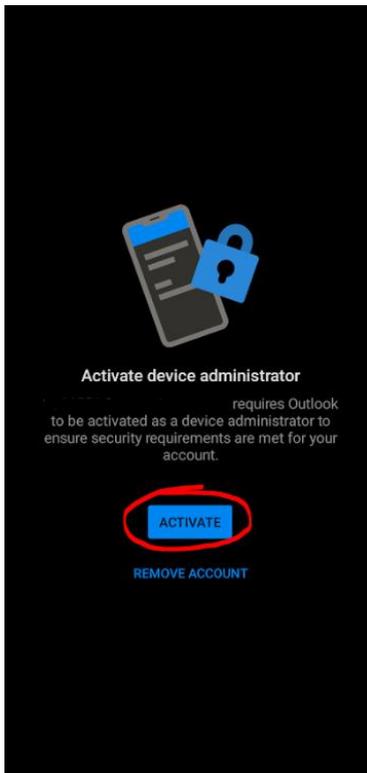2. Once the Outlook App has installed, open it, and tap **ADD ACCOUNT**

3. Enter in your student email address as your account username and tap **Continue**
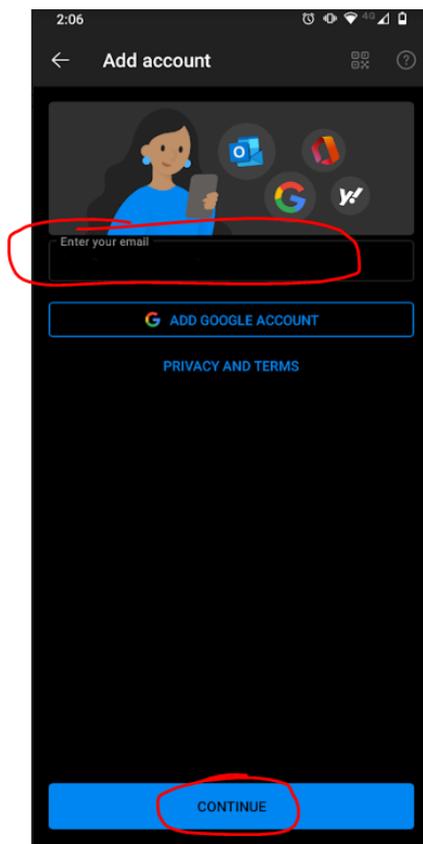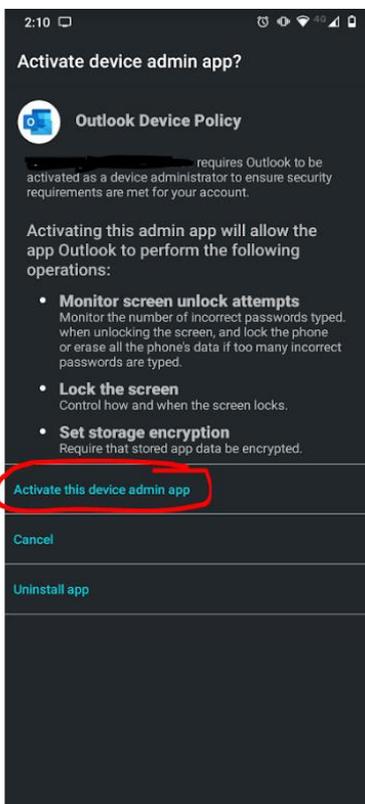

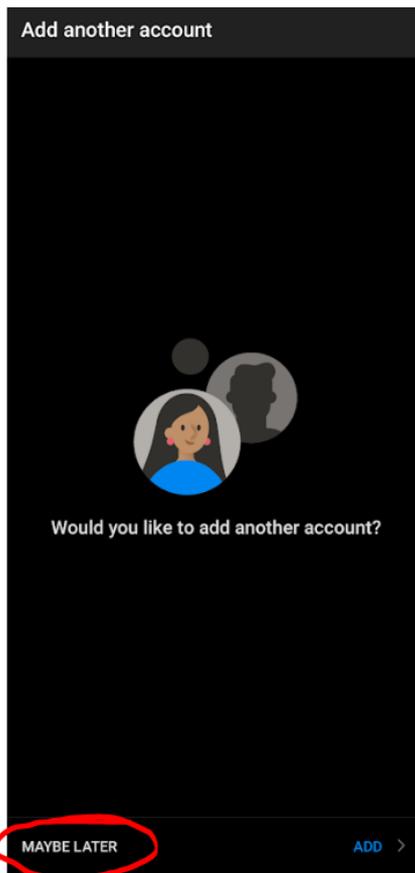4. Enter in the password for your student account and tap **Sign in**

5. The Outlook app requires admin privileges to your device to make sure security policies are applied to your email account. Tap **ACTIVATE**

6. Tap **Activate this device admin app**

7. Tap **MAYBE LATER**

8. Outlook should now be set up on your phone.