

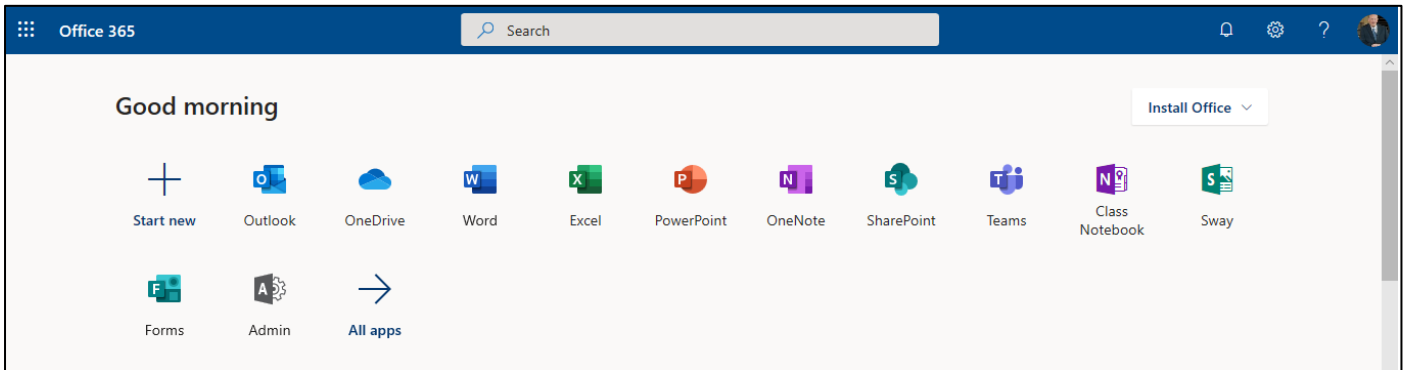
How to access your emails?

1. Go to the following website: <https://www.office.com/>
2. Choose Sign In
3. Enter your email address. This is:

Your username for the school computers@archbishopholgates.org

For example, if your name is Jon Smith and you log onto the school computers using JSmith1 your email address will be: JSmith1@archbishopholgates.org

4. Enter your password for the school computers.
5. You should then see the following screen:



6. Choose Outlook.

You can now receive and send emails!

Remember you can set your emails up to appear on your phone. Google how!