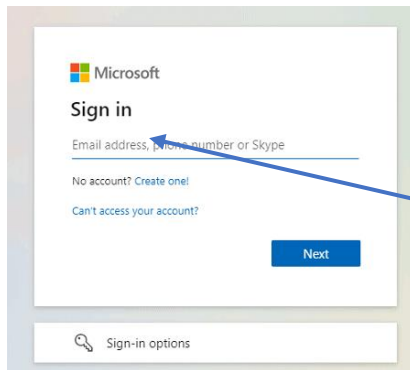


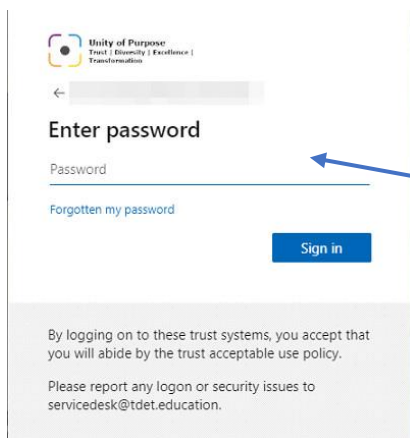
How to access your emails using Office365



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned at the bottom right of the sign-in area. At the bottom of the page, there is a "Sign-in options" section with a magnifying glass icon.

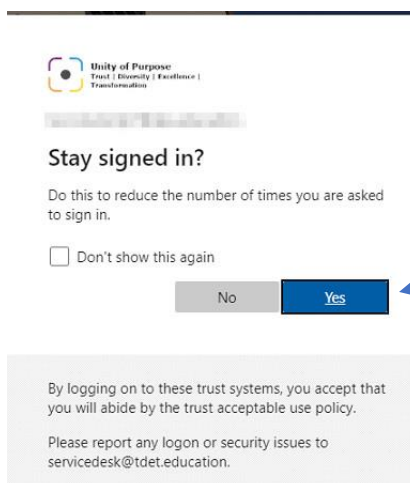
Open your browser (Edge/Safari/Firefox).
Go to <https://portal.office.com>

When the sign box appears enter your school email address eg:
firstname.secondname@gka.education.



The image shows the "Enter password" screen. At the top left is the "Unity of Purpose" logo with the tagline "Trust | Diversity | Excellence | Transformation". Below the logo is a back arrow and a text input field. The text "Enter password" is centered above the input field. Below the input field is a "Password" label and a "Forgotten my password" link. A blue "Sign in" button is at the bottom right. At the bottom of the page, there is a grey box containing the text: "By logging on to these trust systems, you accept that you will abide by the trust acceptable use policy. Please report any logon or security issues to servicedesk@tdet.education."

Now enter your school password (the one you use to log into the school computers).

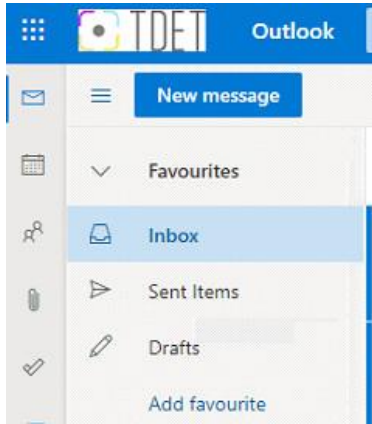


The image shows the "Stay signed in?" screen. At the top left is the "Unity of Purpose" logo with the tagline "Trust | Diversity | Excellence | Transformation". Below the logo is a back arrow and a text input field. The text "Stay signed in?" is centered above the input field. Below the input field is the text "Do this to reduce the number of times you are asked to sign in." and a checkbox labeled "Don't show this again". Below the checkbox are two buttons: "No" and "Yes". At the bottom of the page, there is a grey box containing the text: "By logging on to these trust systems, you accept that you will abide by the trust acceptable use policy. Please report any logon or security issues to servicedesk@tdet.education."

Click "Yes" in the next window.
This will sign you into Office365.



On the left hand side of your screen click this icon.
This will open Outlook (the Office365 email app).



Click the Inbox option to access your emails.