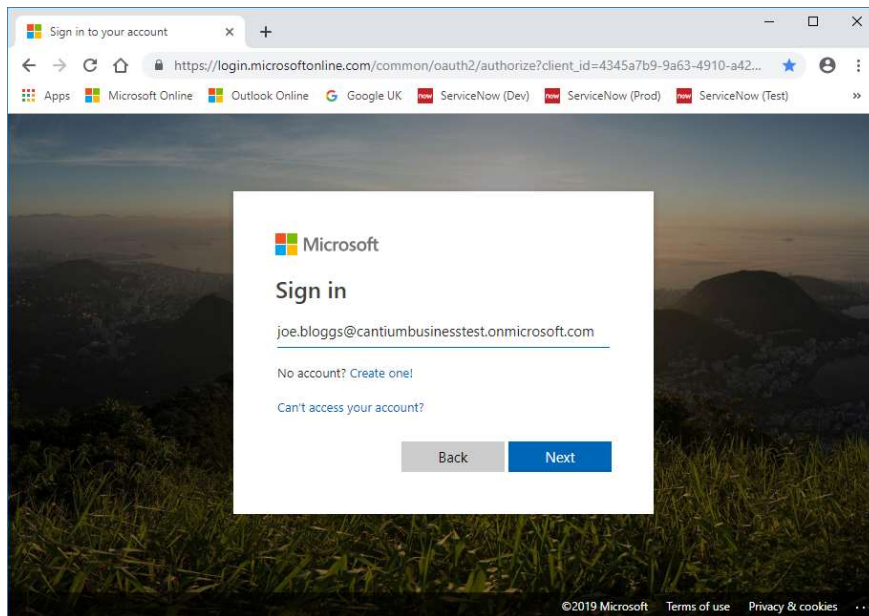


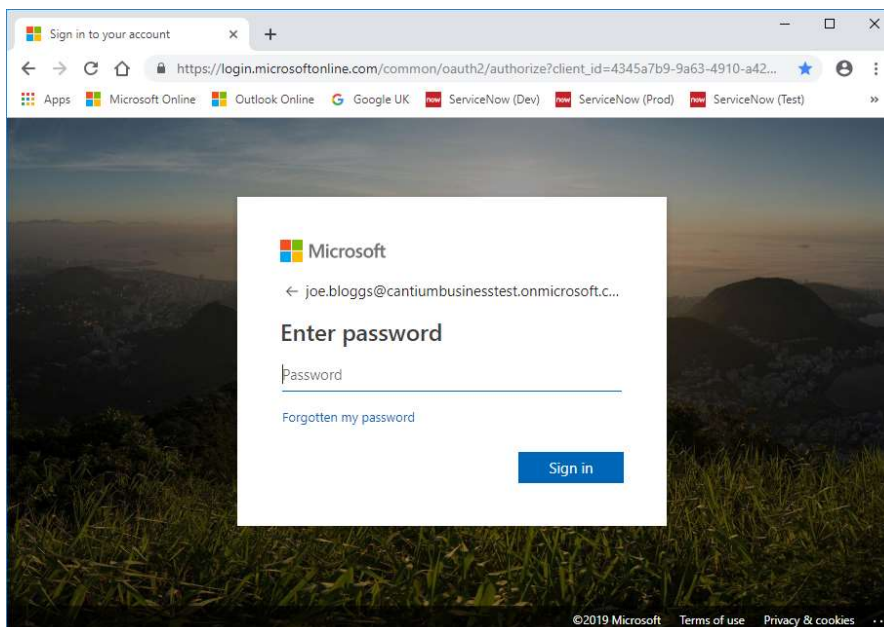
1.1 Accessing your mailbox via a web browser (Outlook Online)

Below are steps highlighting how to log into Outlook Online to access your mailbox.

1. Open your preferred **web browser** and access the site: <https://outlook.office.com> or alternatively visit the school website and click **Quick Links** - > **School Email**
2. On the login page for **Office 365** enter your full school email address (e.g. **admin@archbishops.kent.sch.uk**).



3. When prompted enter the password you use to login on computers at school



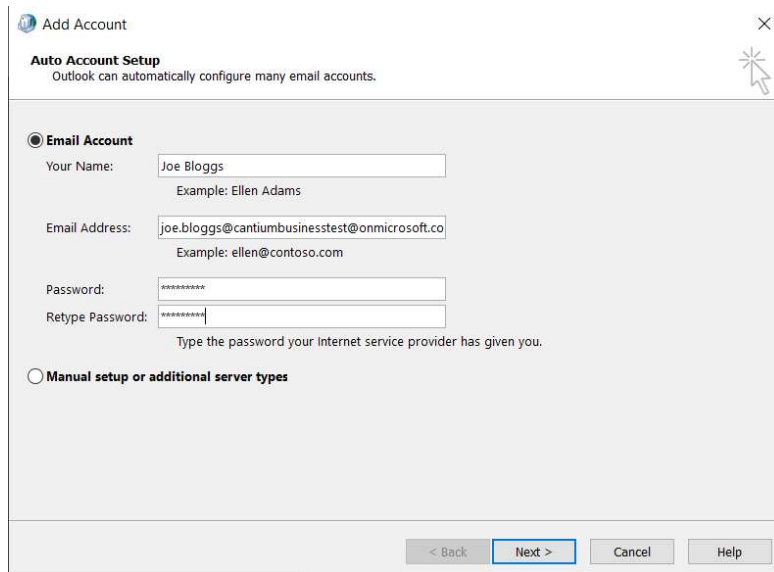
4. Select **Sign in**.
5. You will be signed in directly.

Further information on Outlook Online (Office 365) functionality is available at <https://support.office.com/en-us/article/get-help-with-outlook-on-the-web-cf659288-35cc-4c6c-8c75-e8e4317fda11>

1.2 Setting up your new mailbox in Microsoft Outlook

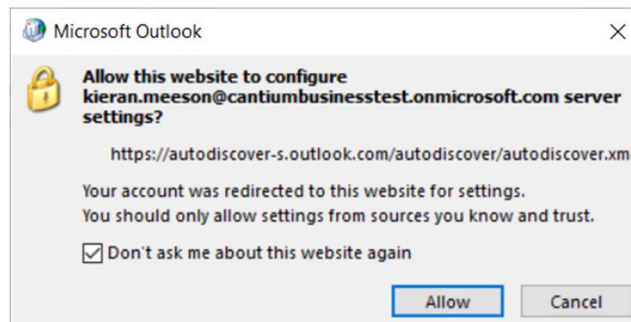
Below are steps detailing how to create your new mailbox in Microsoft Outlook on your computer.

1. Start **Outlook**
2. Enter your name, Office 365 email address and password. Click **Next**.



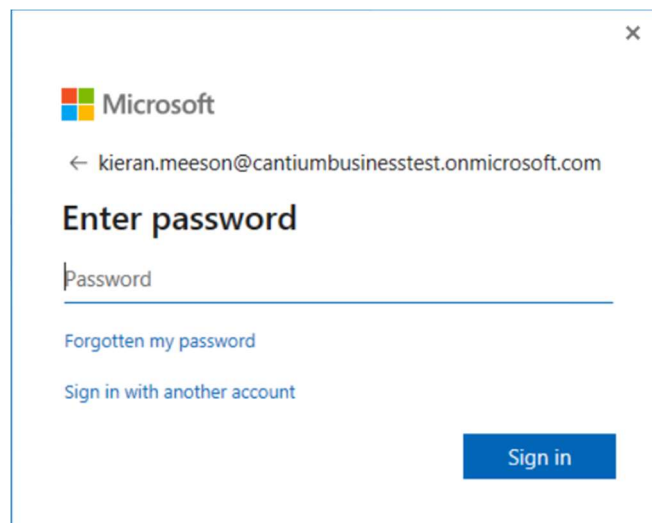
The screenshot shows the 'Add Account' window in Microsoft Outlook. The title bar reads 'Add Account'. Below the title bar, there is a section for 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' Below this, there are two radio buttons: 'Email Account' (selected) and 'Manual setup or additional server types'. Under 'Email Account', there are four input fields: 'Your Name' (containing 'Joe Bloggs'), 'Email Address' (containing 'joe.bloggs@cantiumbusinesstest.onmicrosoft.co'), 'Password' (masked with asterisks), and 'Retype Password' (masked with asterisks). Below the password fields is the text 'Type the password your Internet service provider has given you.' At the bottom of the window, there are four buttons: '< Back', 'Next >' (highlighted with a blue border), 'Cancel', and 'Help'.

3. It will start configuring Outlook with your mailbox before prompting with the following screenshot asking you to allow the Autodiscover. Tick the **Don't ask me about this website again** tick box and click **Allow**.



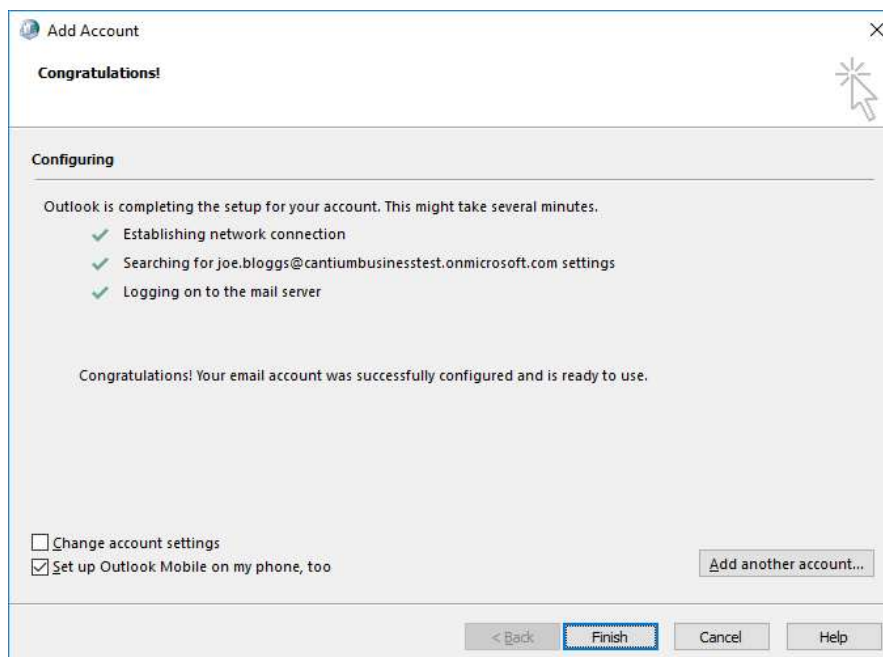
The screenshot shows a security warning dialog box titled 'Microsoft Outlook'. The main text reads 'Allow this website to configure kieran.meeson@cantiumbusinesstest.onmicrosoft.com server settings?'. Below this is the URL 'https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml'. The text continues: 'Your account was redirected to this website for settings. You should only allow settings from sources you know and trust.' At the bottom, there is a checked checkbox labeled 'Don't ask me about this website again' and two buttons: 'Allow' and 'Cancel'.

4. You will be asked to enter your Office 365 password to sign in to your mailbox. Enter this password and click **Sign In**.

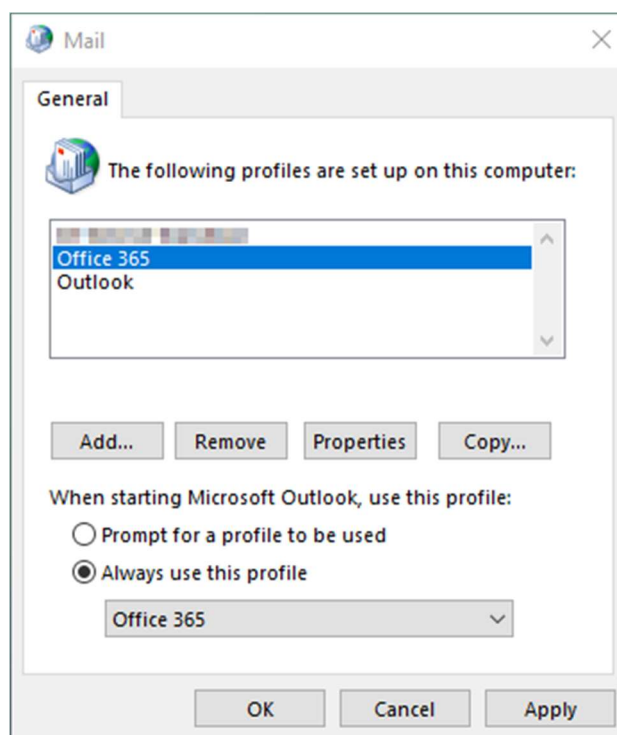


The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address 'kieran.meeson@cantiumbusinesstest.onmicrosoft.com'. The main heading is 'Enter password'. Below this is a password input field. There are two links: 'Forgotten my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

5. If set up has been successful you will receive the below “Congratulations” confirmation dialogue box.



6. Untick the **Set up Outlook Mobile on my phone too** tick box and click **Finish**.
7. Ensure **Always use this profile** is selected and choose your new profile from the dropdown list. Click Apply then Ok.



8. Open **Microsoft Outlook** and you will automatically be signed into your Office 365 account.

1.3 Setting up Office 365 on a mobile device

If you want to access your mailbox on a mobile device (personal or work mobile phone), then please follow these steps provided by Microsoft: <https://support.office.com/en-ie/article/set-up-office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f>