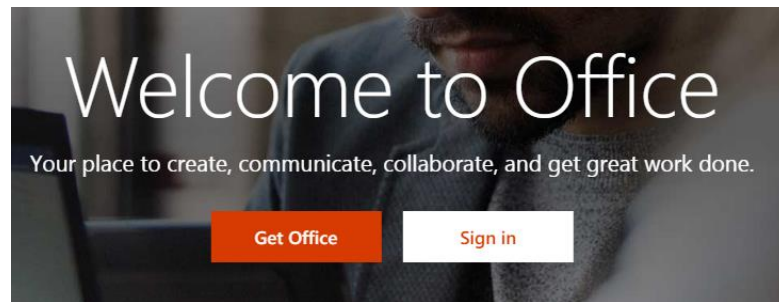
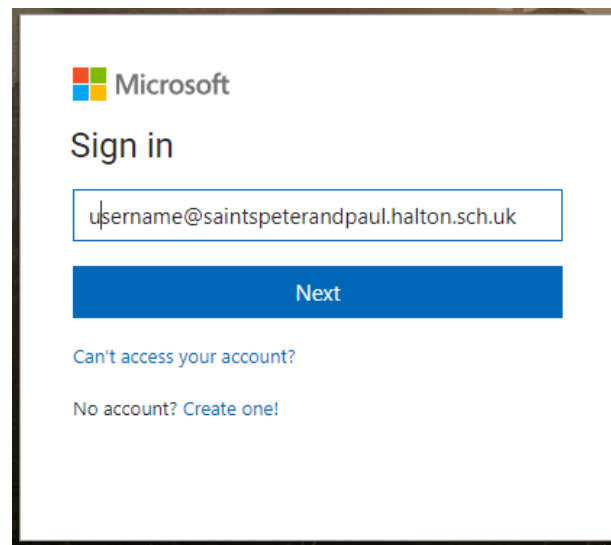


1. Open a Web Browser (Internet Explorer, Chrome)
2. Enter the web address - <https://www.office.com/>

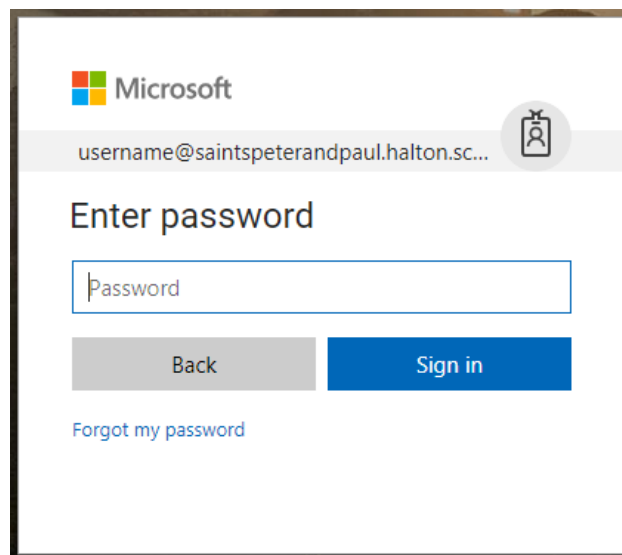
3. Click Sign In



4. Enter full email address

A screenshot of the Microsoft sign-in page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. A text input field contains the email address "username@saintspeterandpaul.halton.sch.uk". Below the input field is a blue button labeled "Next". At the bottom, there are two links: "Can't access your account?" and "No account? Create one!".

5. Enter Password

A screenshot of the Microsoft "Enter password" page. The Microsoft logo is at the top left. Below it, the email address "username@saintspeterandpaul.halton.sc..." is displayed next to a user icon. The text "Enter password" is centered. A text input field contains the word "Password". Below the input field are two buttons: "Back" in a grey box and "Sign in" in a blue box. At the bottom, there is a link "Forgot my password".

6. Under Apps Click Outlook

