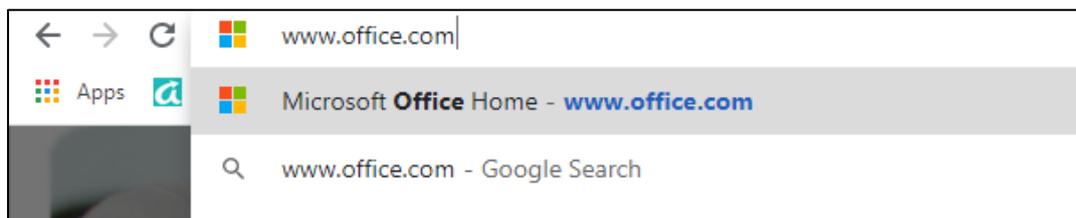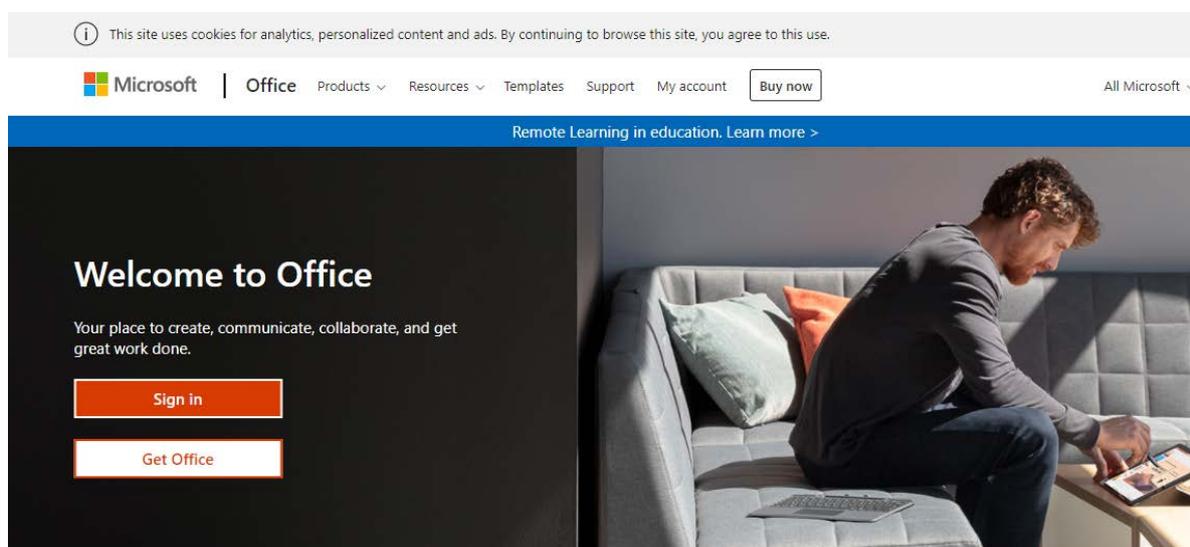## How to log in to your Office 365/Outlook email account
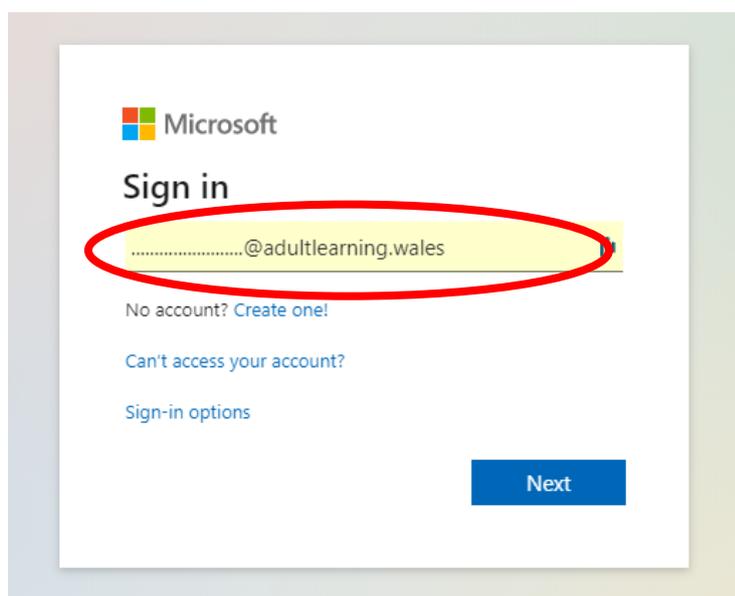
- Open a web browser (e.g. Google Chrome or Microsoft Edge Chromium)
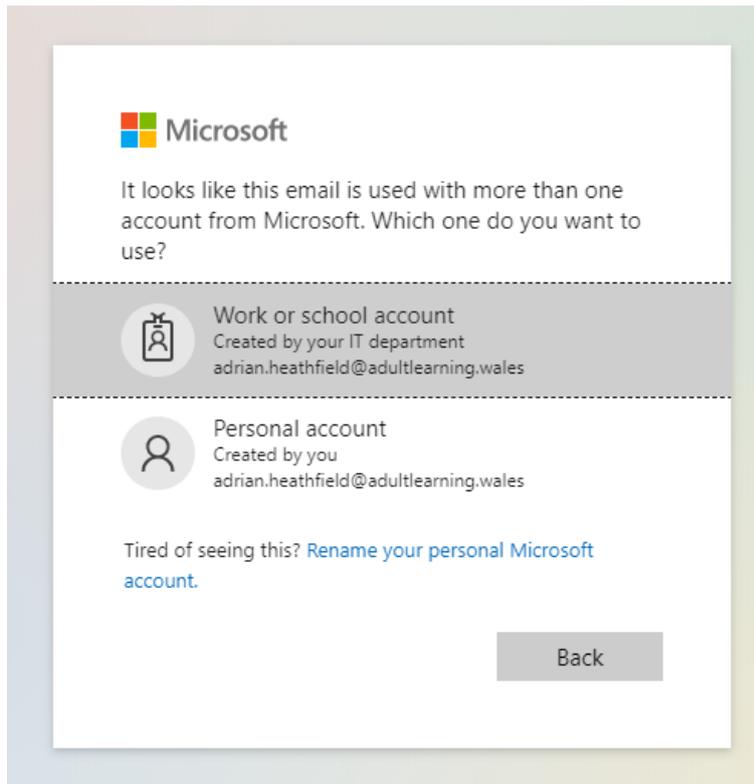- enter **Office.com** into the address bar then press **<Enter>**

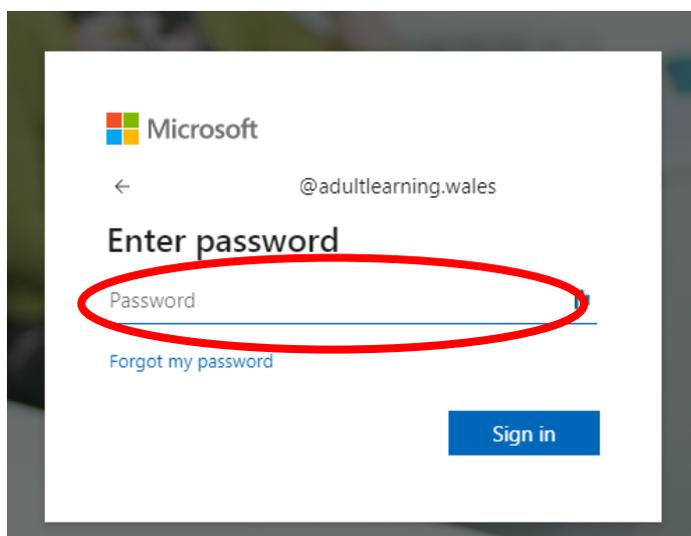Click **Sign in** from the Microsoft Office home screen below

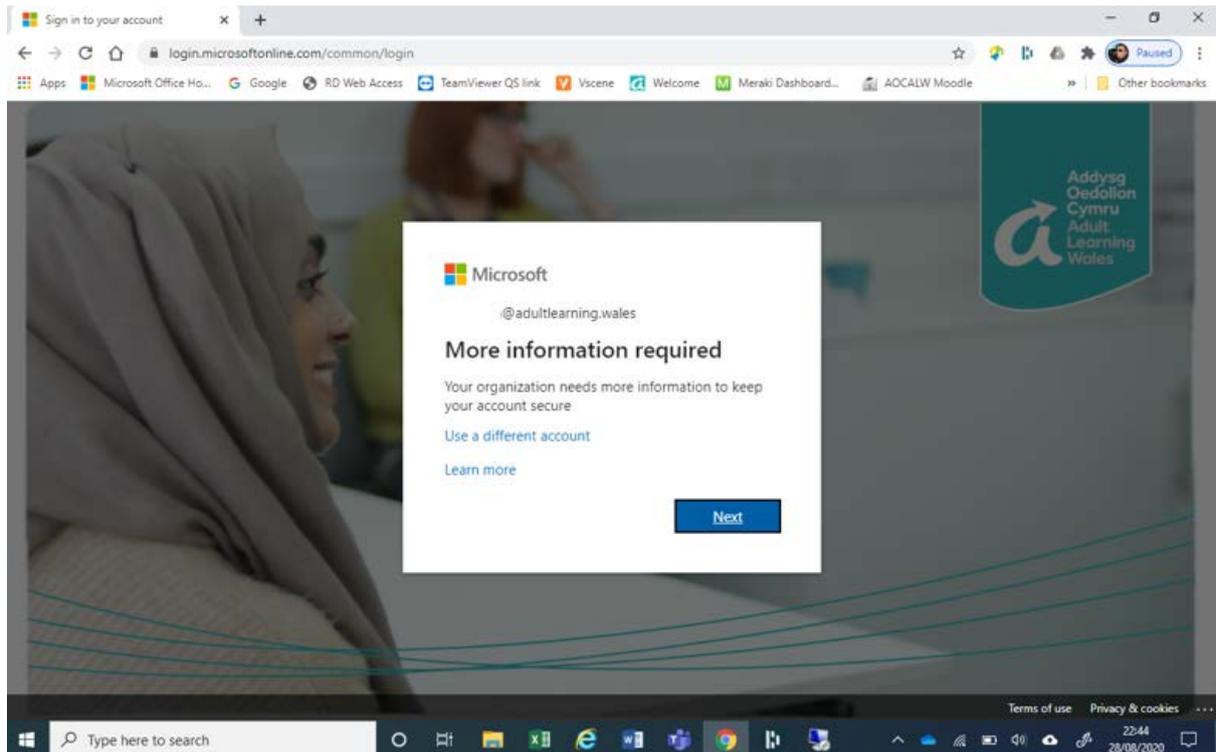Enter your email address at the screen below, then click **Next**.

Select **'Work or School account',** click **Next**

Enter the given temporary password and click **Sign in**
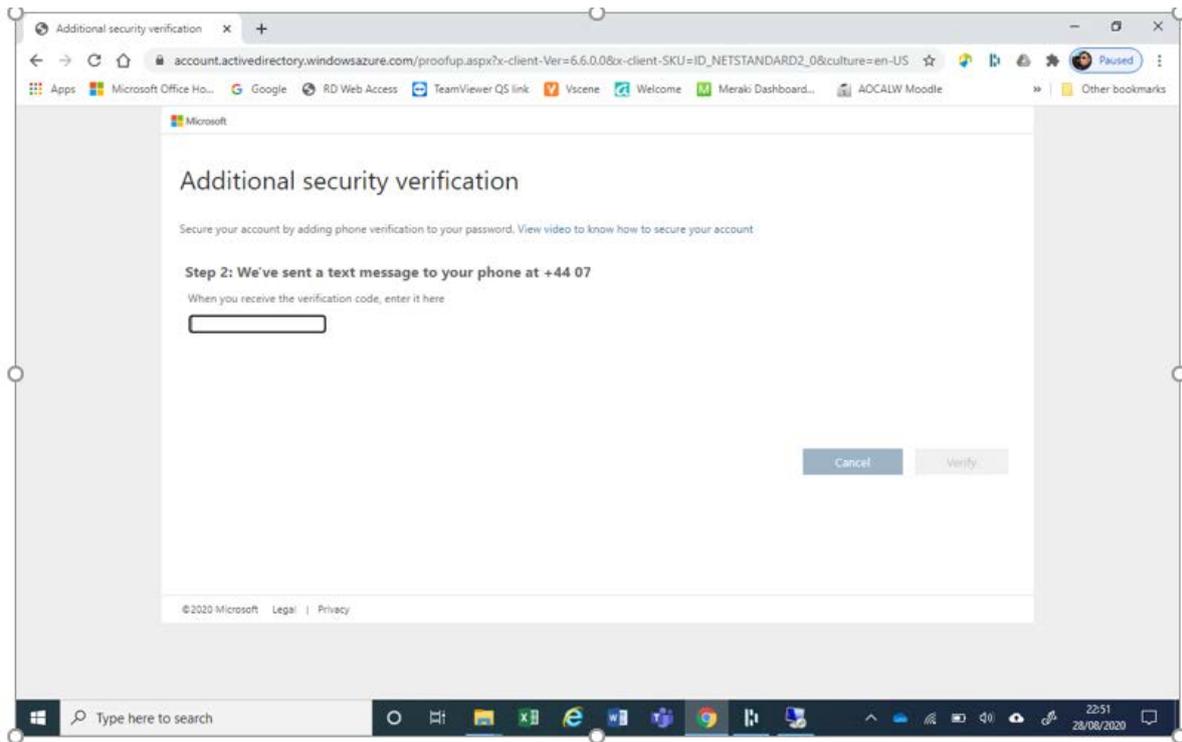
You will see the following screen

Click Next

Choose a method of 'Additional security verification'
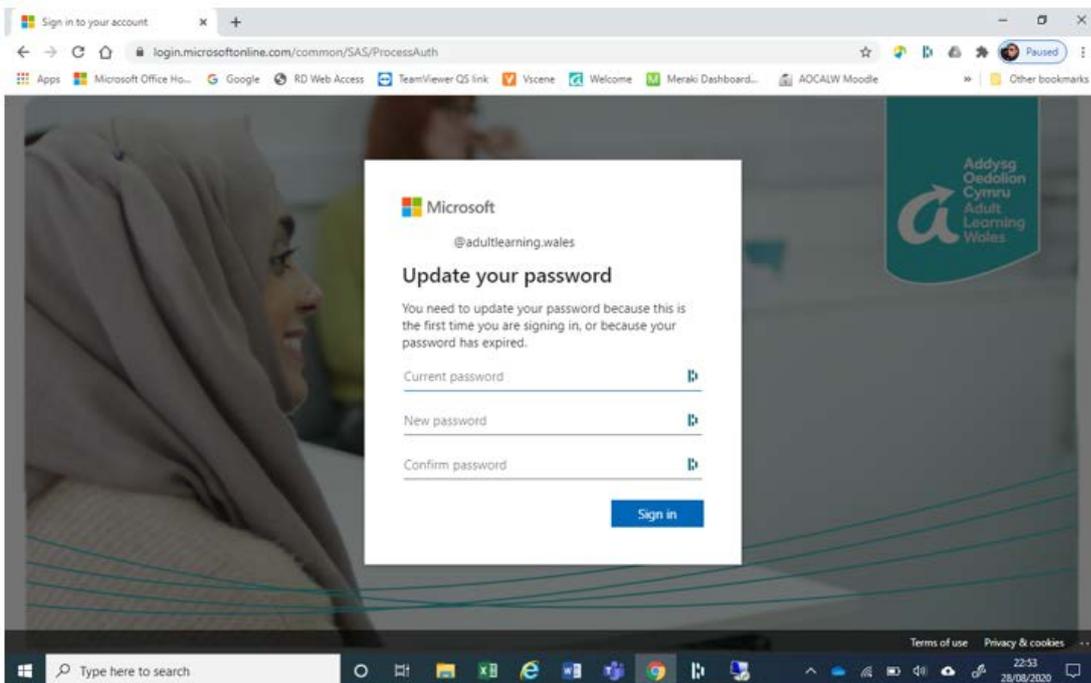Enter the Country or region as **United Kingdom** and enter your mobile number
Choose whether to receive a text message or a phone call with a code to verify the account
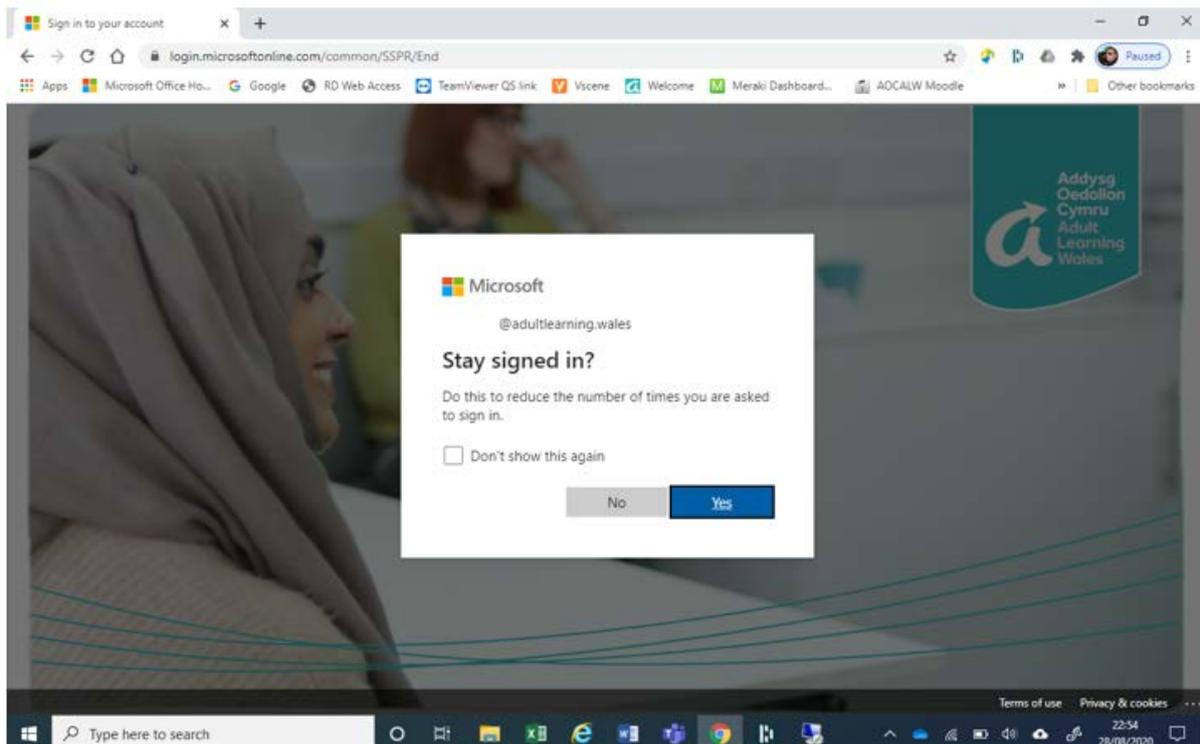
Enter the code and click **Verify** then Done

Update your temporary password to one of your own and click **Sign in**

You will then be asked if you would like to **stay signed in**. Only choose **Yes** if you are the only person who uses the device you are using to sign in, otherwise click **No**

You will then be signed in to your **Microsoft Office 365** account. Outlook (for your emails) will be one of the icons available (as below).
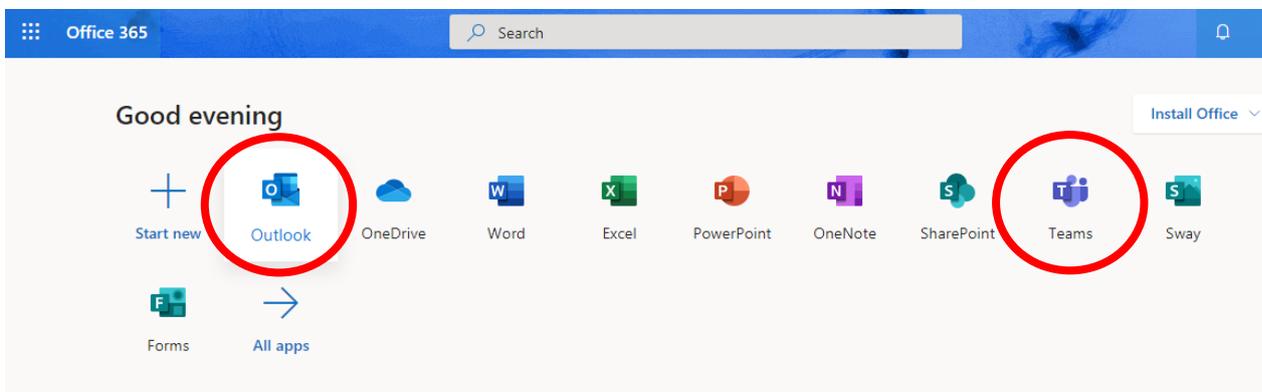
Further attempts to sign in to your account will either call or text you (depending on the way you have chosen) with a verification code to the chosen mobile number to verify your identity before logging you in.

Microsoft Teams is also an option from this Menu, as shown above. When using MSTeams for the first time it will offer you the opportunity of installing the desktop version of the software (see below). If you choose to install this software you will not need to log in to your Office 365 account each time to attend your class.