



### **Instructions on how to access Outlook 365 (email)**

Every student has a username and password to enable them to access computers in school. Unless students have changed their passwords, this username and password can also be used by them to access their school Outlook 365 accounts (which is their school email). Below are some screen shots and simple instructions on how to access your emails and then click on an invite to a Microsoft Teams lesson that a teacher might be running online.

#### **1. Go to 'Google search' seen below and type in Outlook 365**



Google Search

I'm Feeling Lucky

#### **2. The screen below will appear and you need to click on the one highlighted below**

www.office.com

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outlook.live.com

**Outlook – free personal email and calendar from Microsoft**

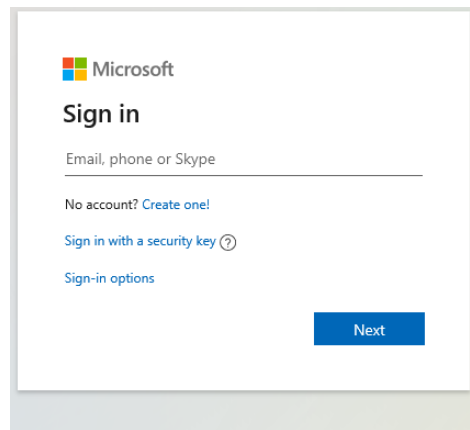
Sign in to access your Outlook, Hotmail or Live email account ... A Microsoft 365 subscription offers an ad-free interface, custom domains, enhanced security ...

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**Office 365 Outlook**

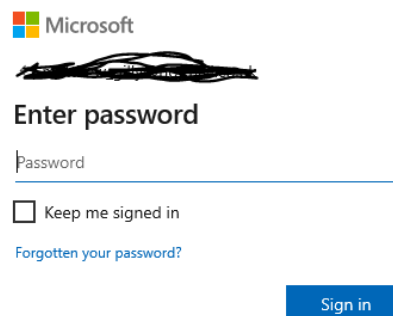
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#### **3. Type in your school email address or username to get into computers in school**

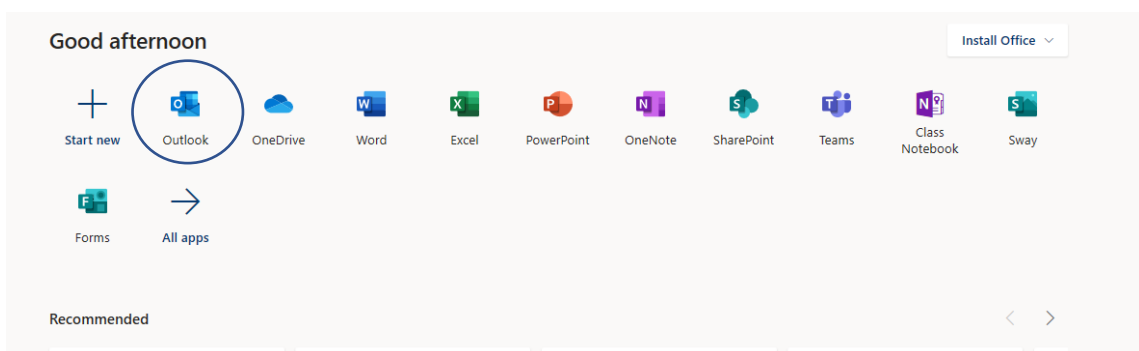


The username is usually the year you started at Bedale High school, your surname or letters from your surname, then your first initial – for example - [17brownd@bedalehighschool.org.uk](mailto:17brownd@bedalehighschool.org.uk)

4. Then type in your password, which is the same as you use to get onto a computer at school, (unless you have changed it)



5. You will then come to a screen like the one below. You need to click on 'Outlook' which will take you to your school emails and here you will find invites from teachers to online lessons



6. Then your emails will come up and you search for an invite from a teacher and click on it. It will take you directly to Teams to join the lesson. If you have problems – contact your teacher via email.
7. If you have lost or forgotten your log-in details, ask a parent or form tutor to contact Mrs Parnaby to send through some new details: [parnabya@bedalehighschool.org.uk](mailto:parnabya@bedalehighschool.org.uk) .