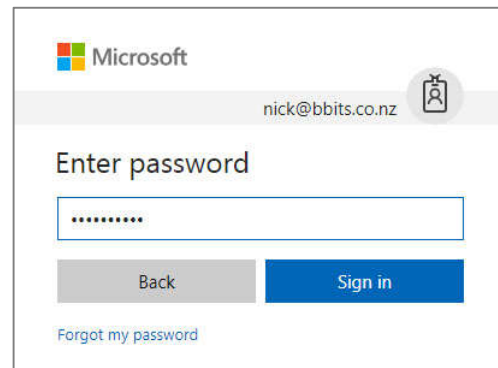
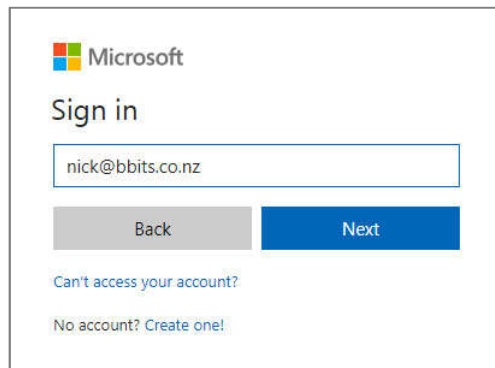


Outlook Online – Access Instructions

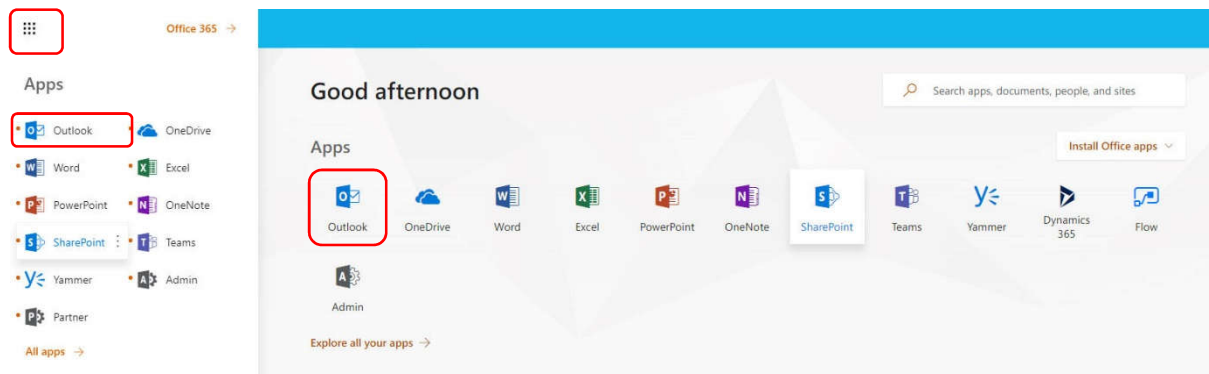
1. Logon to Office 365

- Type **portal.office.com** into the address bar of an Internet Browser e.g., Chrome.
- Enter your office 365 email into the **Sign in** box and click **Next**, then enter your password and sign in.



2 Navigating to Outlook

- Click the **Outlook** icon located under **Apps**, or if it is not visible then click the **Tile Menu** button located at the top left-hand corner of the screen, then select **Outlook**.



- The first time you use **Outlook**, you may be asked to set your **Region Settings**, e.g., set them as:
 - **Language** = English (New Zealand)
 - **Time Zone** = (UTC+12:00) Auckland, Wellington

3. Outlook Navigation

Located at the bottom of the screen in the left-hand corner is the main navigation menu.

