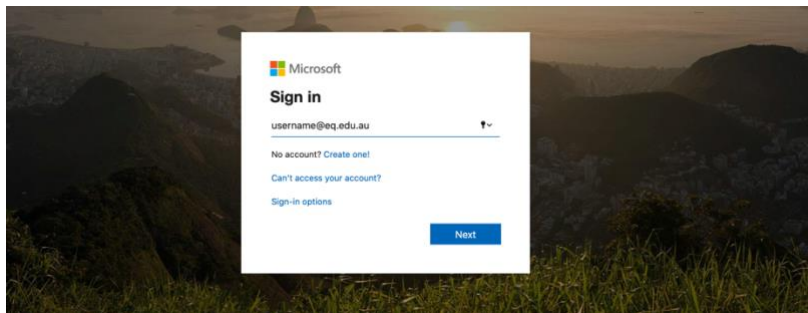


# HOW TO: LOG IN TO SCHOOL EMAIL

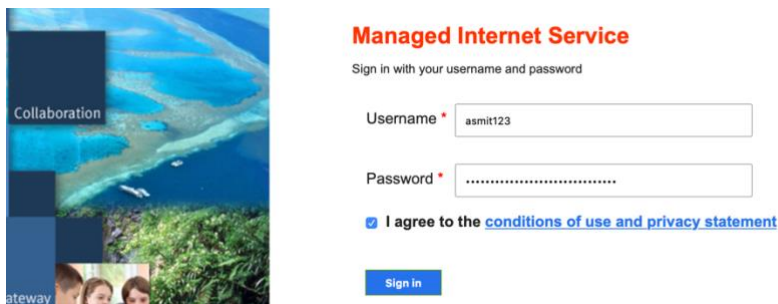
1. Open a web browser: Microsoft Edge, Google Chrome, Firefox, etc.



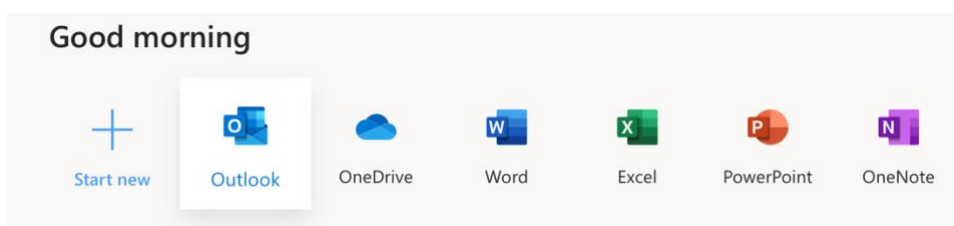
2. Go to <http://portal.office.com>
3. Sign in with your username [eg: [asmit123@eq.edu.au](mailto:asmit123@eq.edu.au)] and click *Next*.



4. Sign in with your username and password and accept the conditions of use. Hint: It's the same one that you use to log in to school computers



5. You should now see the Office 365 App Launcher, click Outlook.



6. You should now be redirected to Outlook Webmail