



# IT SERVICES HELP GUIDE

**Limehurst Academy**

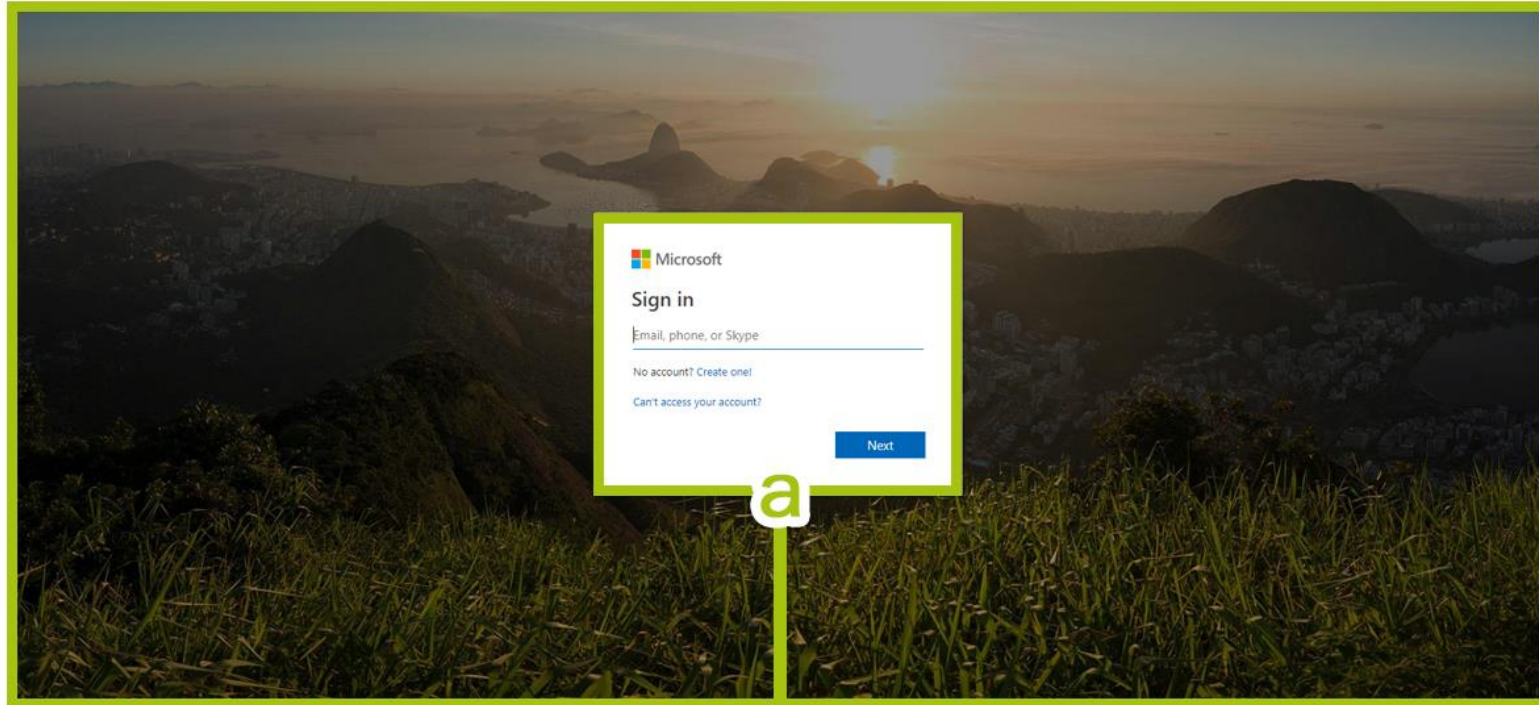
Accessing Outlook through Office365

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*Created By*  
**ITSERVICES**

# STEP 1: LOGIN INTO OFFICE365



**A. OPEN YOUR BROWSER AND NAVIGATE TO  
[HTTPS://LOGIN.MICROSOFTONLINE.COM](https://login.microsoftonline.com)  
SIGN IN WITH YOUR SCHOOL EMAIL AND  
PASSWORD**

**EXAMPLE EMAIL  
[JBLOGS@LIMEHURST.ORG.UK](mailto:JBLOGS@LIMEHURST.ORG.UK)**

# STEP 2: ACCESSING OUTLOOK

The image shows two screenshots from the Office 365 environment. The top screenshot is the 'Office 365' welcome screen, featuring a green header with the 'Office 365' logo and a search bar. Below the header, it says 'Good morning' and 'Apps'. A grid of application icons is displayed, including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Forms, Admin, and Planner. The Outlook icon is highlighted with a green box and a green letter 'a'. A dropdown menu is open over the Outlook icon, showing 'Office 365 apps' (which includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more) and 'Other install options' (which includes installing a different language, the 64-bit version, or other apps available with the subscription). The bottom screenshot shows the Outlook application interface, with a green header and a sidebar on the left containing 'Folders' (Inbox, Sent Items, Drafts, Deleted Items, More) and 'Groups'. The main content area displays a list of emails. A green arrow points from the 'a' in the Outlook icon of the top screenshot to the Outlook application in the bottom screenshot. A small envelope icon is located at the bottom center of the image.

**A. ONCE LOGGED IN YOU WILL BE GREETED WITH THE OFFICE365 WELCOME SCREEN.**

**FIND THE OUTLOOK APP AND OPEN IT UP. OUTLOOK WILL THEN OPEN WITHIN YOUR BROWSER**