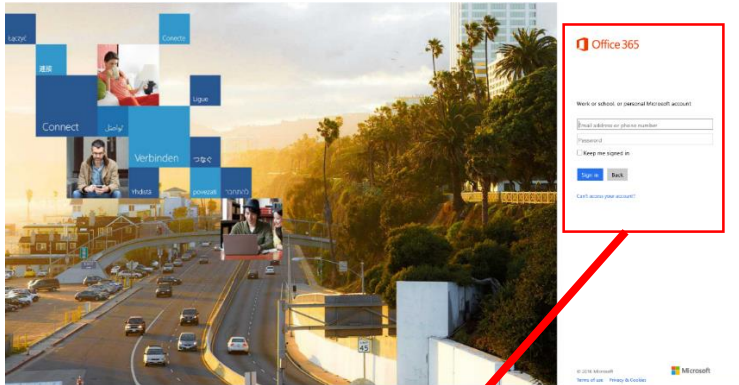


Email Login

1. Go to <https://login.microsoftonline.com/> using internet explorer where you should see the following screen



Office 365

Work or school or personal Microsoft account

Email address or phone number

Password

Keep me signed in

Sign in Back

[Can't access your account?](#)

2. In the email address box, you want to enter the following 'Your school login' with '@ashleyschool.co.uk' for example if your name was **Mr David Smith** and your username you use to login to your computer was "**dsmith**" then you would enter dsmith@ashleyschool.co.uk

Office 365

Work or school account

dsmith@ashleyschool.co.uk

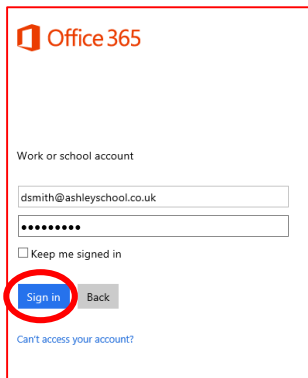
Password

Keep me signed in

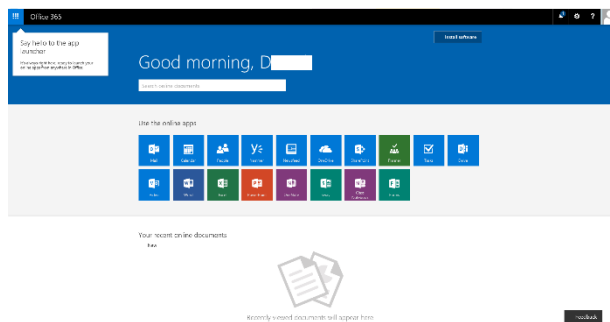
Sign in Back

[Can't access your account?](#)

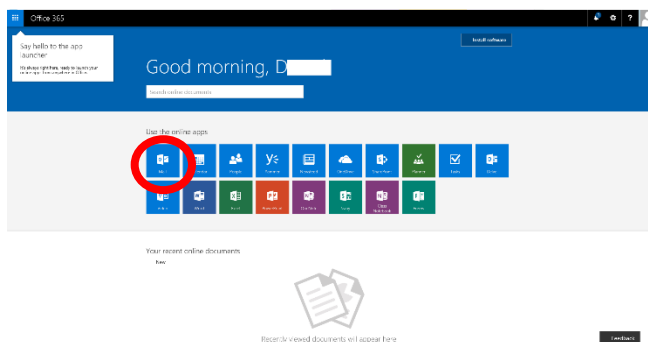
3. In the password box you should enter the **same password** which you use to login to the school system.
4. Now with both the email and password boxes filled in, you can now click "sign in".



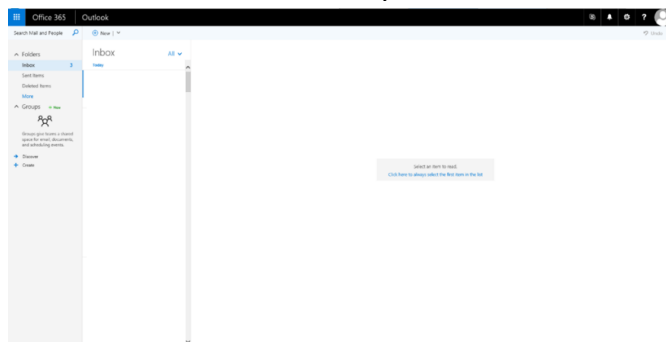
5. You should now be brought to the following screen.



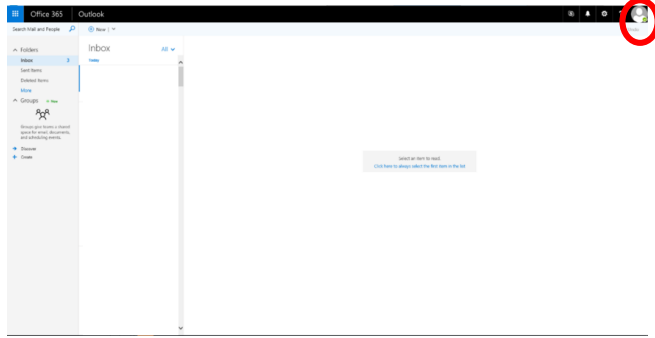
6. You are now successfully logged into office 365, now to access you emails please click on the mail button



7. You should now see all of your emails.



8. To sign out, go to the top right hand corner and click on the person icon



9. Then click sign out

