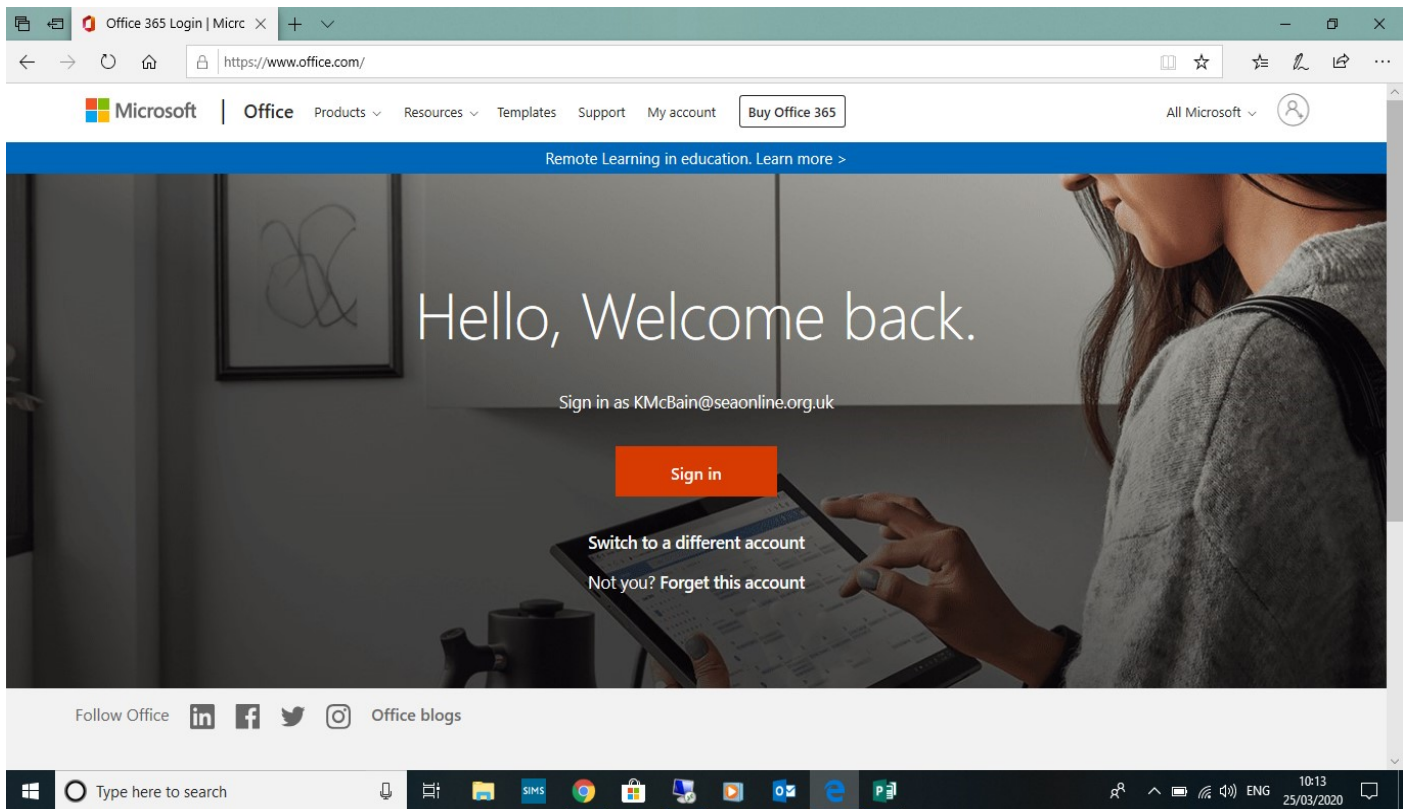
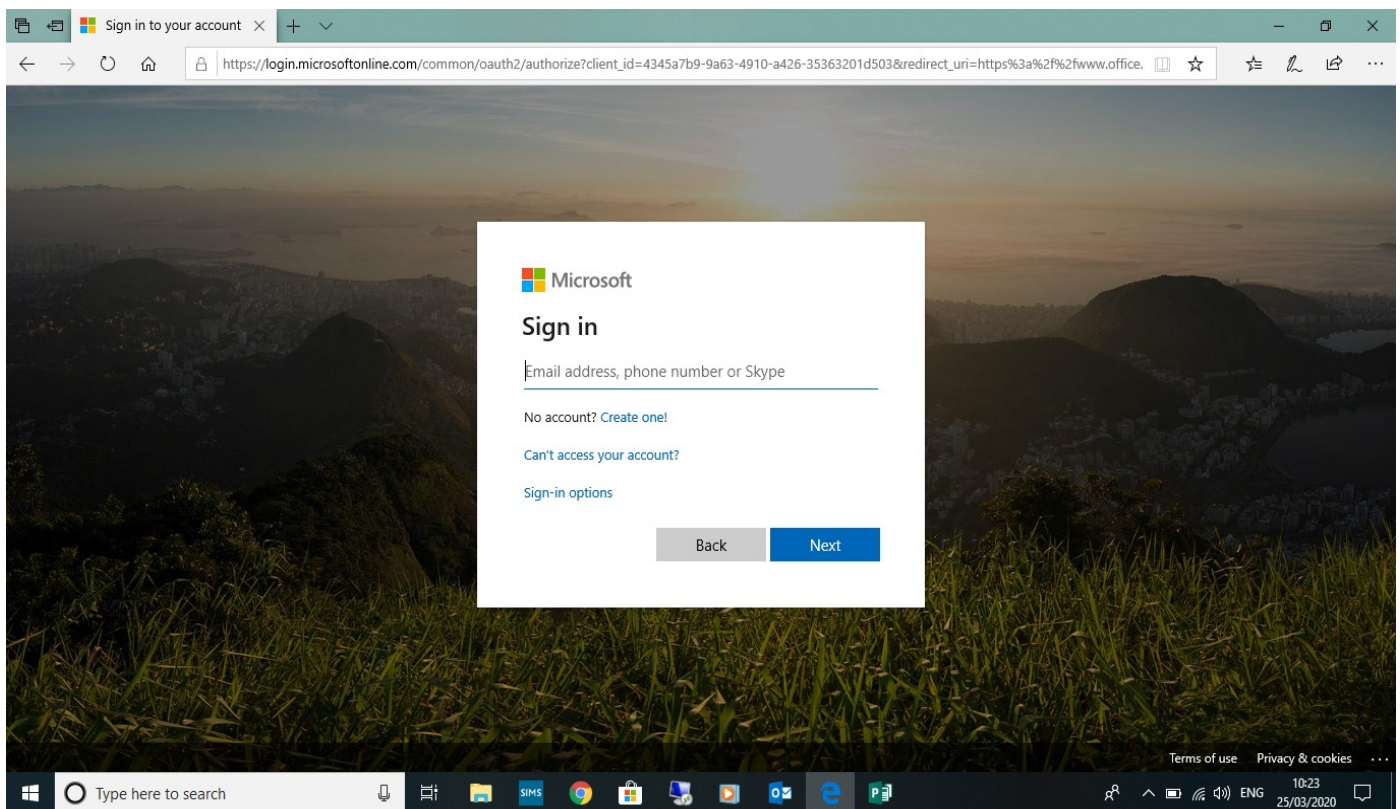


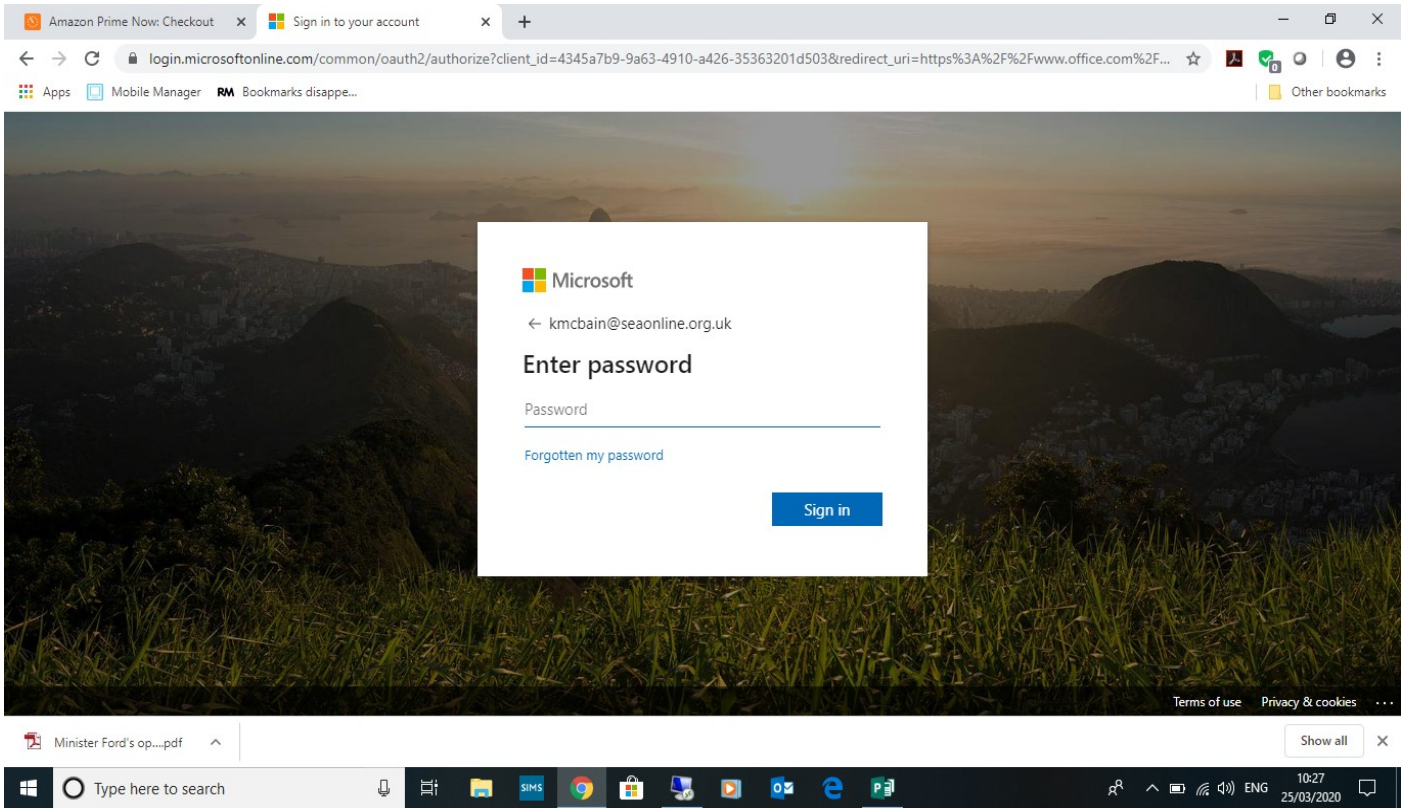
Log onto the following site
<https://www.office.com/>



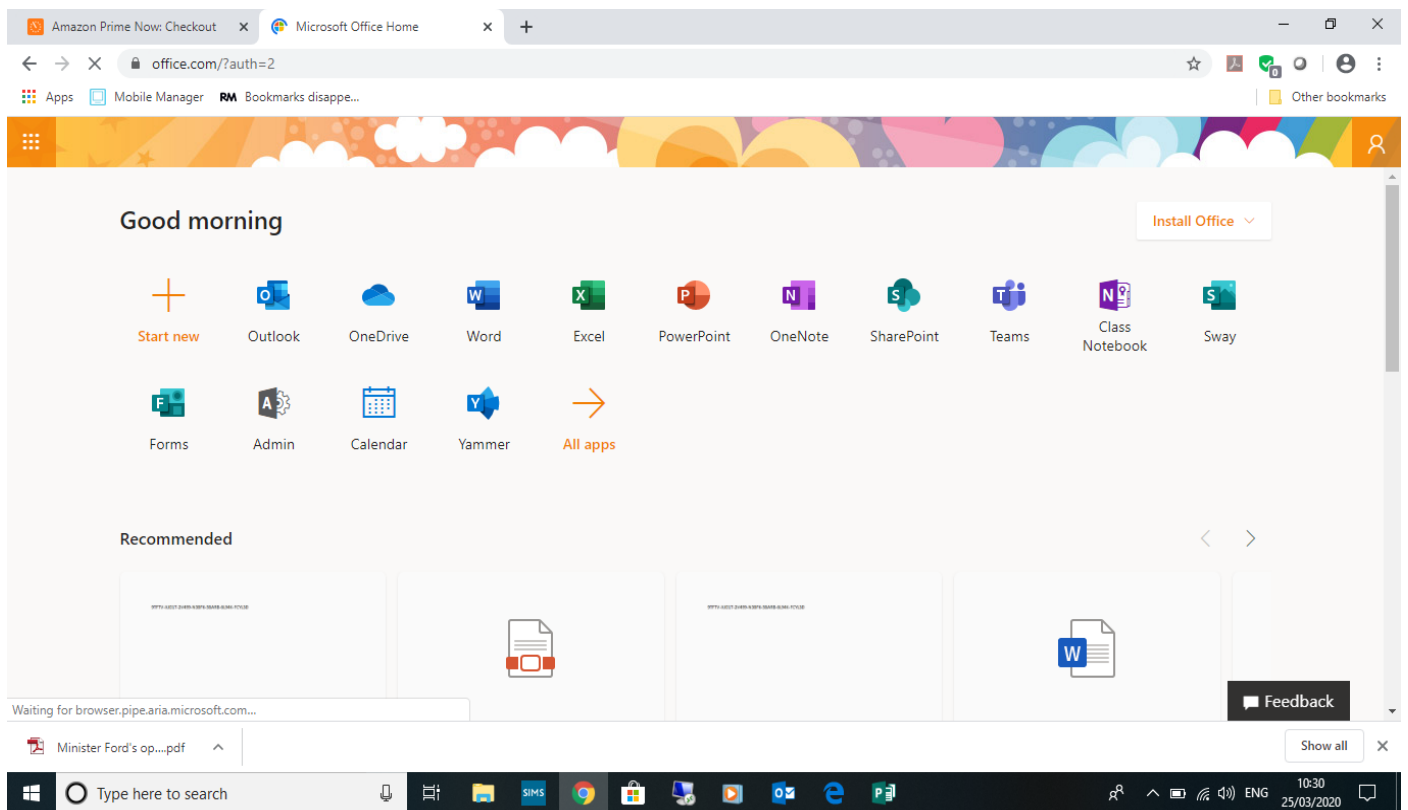
Click on SIGN IN



Here you type in your email for instance SSmith15



Next step is to put in your password (the next step it will ask you a question stay signed it say NO)



The final step to access your emails is click on OUTLOOK