



Microsoft Outlook



Welcome to Office365 – Accessing Outlook for Edmonton Academy Trust (EAT)

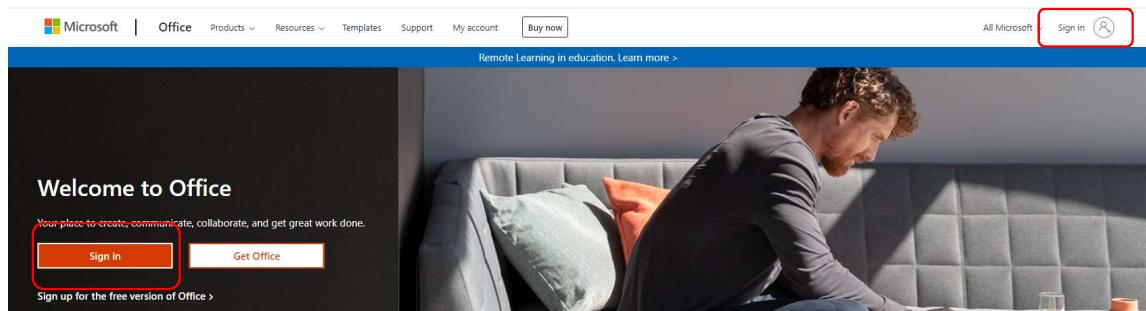
This document will outline how to access your outlook account

Prerequisite

- Device with Internet Access
- EAT username and password (same as EAT computer login)

Access Office365

1. Log into Office365 by browsing to <https://www.office.com/> and click 'Sign in'



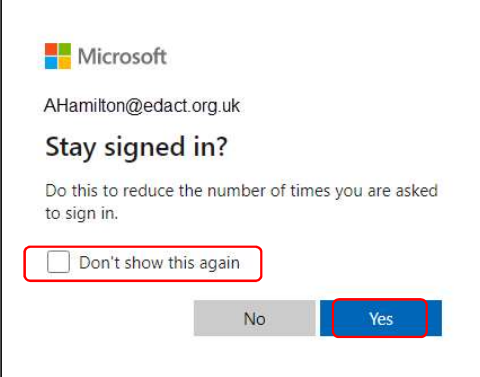
2. Enter EAT username with @edact.org.uk (example: AHamilton@edact.org.uk) and click 'Next'

Microsoft
Sign in
Email, phone, or Skype
No account? Create one!
Can't access your account?
Sign-in options
Back Next

3. Enter EAT password and click 'Sign in'

Microsoft
< AHamilton@edact.org.uk
Enter password
Password
Forgot my password
Sign in

4. Click 'Don't show this again' and 'Yes'



A screenshot of a Microsoft sign-in dialog box. The dialog is white with a thin black border. At the top left is the Microsoft logo (four colored squares) followed by the word "Microsoft". Below that is the email address "AHamilton@edact.org.uk". The main heading is "Stay signed in?". Underneath is the text "Do this to reduce the number of times you are asked to sign in." There are two options: a checkbox labeled "Don't show this again" and a "No" button. The "Yes" button is highlighted in blue. Red boxes are drawn around the "Don't show this again" checkbox and the "Yes" button.

Microsoft

AHamilton@edact.org.uk

Stay signed in?

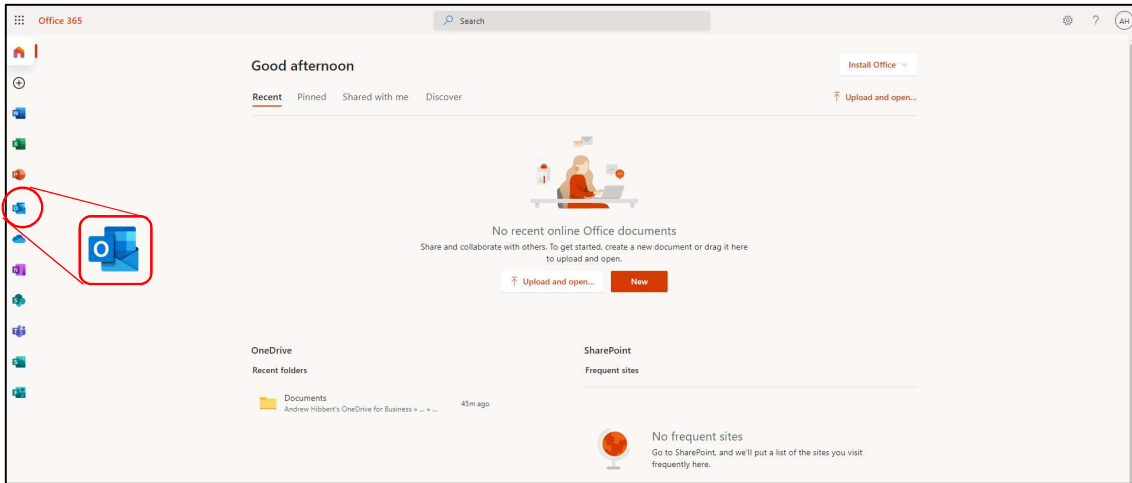
Do this to reduce the number of times you are asked to sign in.

Don't show this again

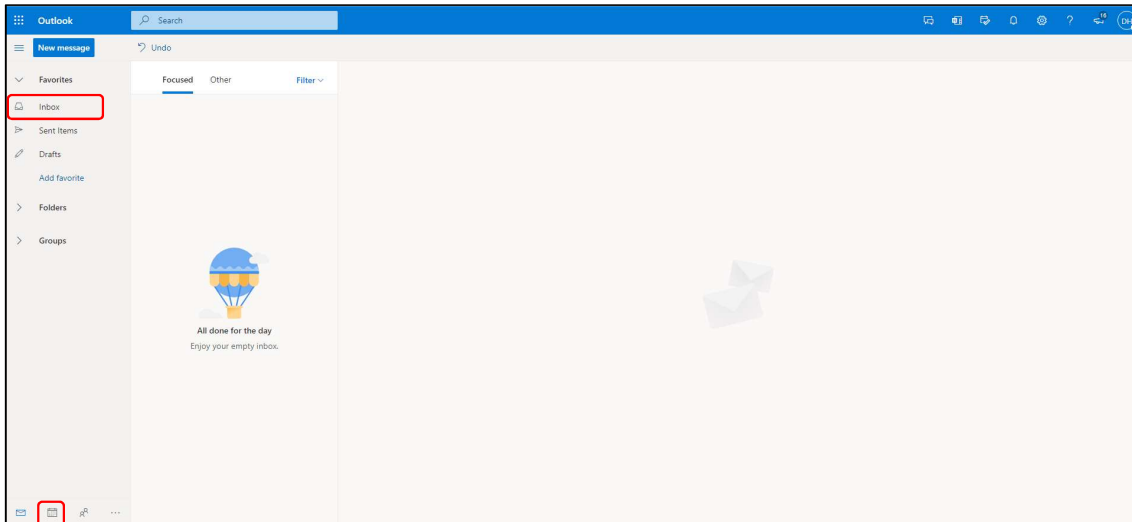
No Yes

Access Microsoft Outlook

1. Welcome to your Office365 portal and click on Microsoft Teams logo



2. You have successfully accessed Microsoft Outlook.



**For Team Meetings – please check inbox and/or calendar for your invitation*