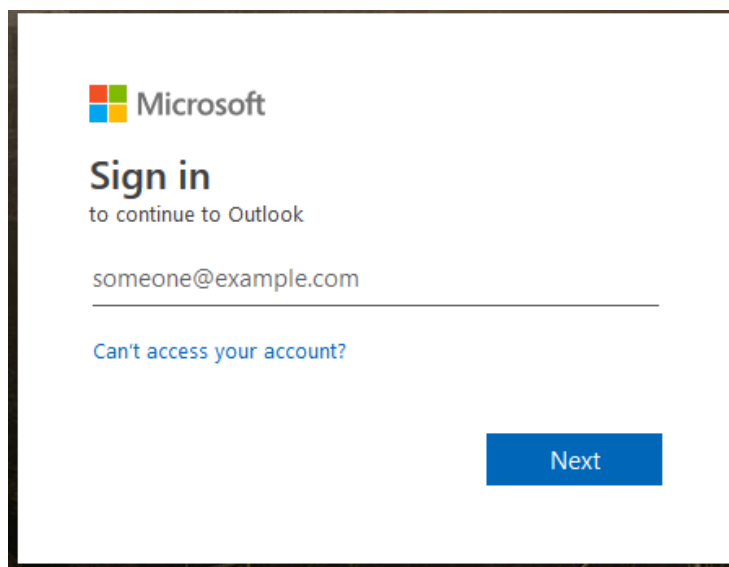


This guide will show detailed steps on how to access Office 365 webmail.

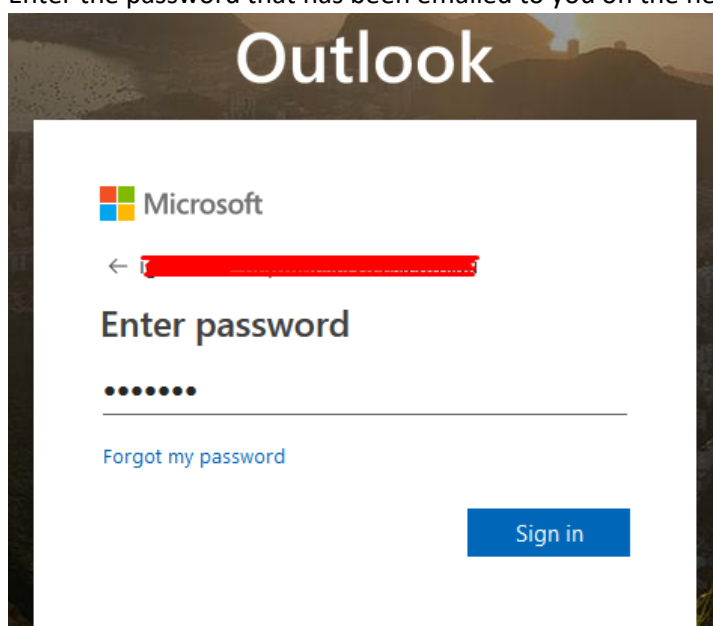
1. Open any web browser such as Internet Explorer, Chrome, Firefox or Microsoft Edge.
2. Enter the URL <https://outlook.office.com/owa/> on the address bar and press Enter



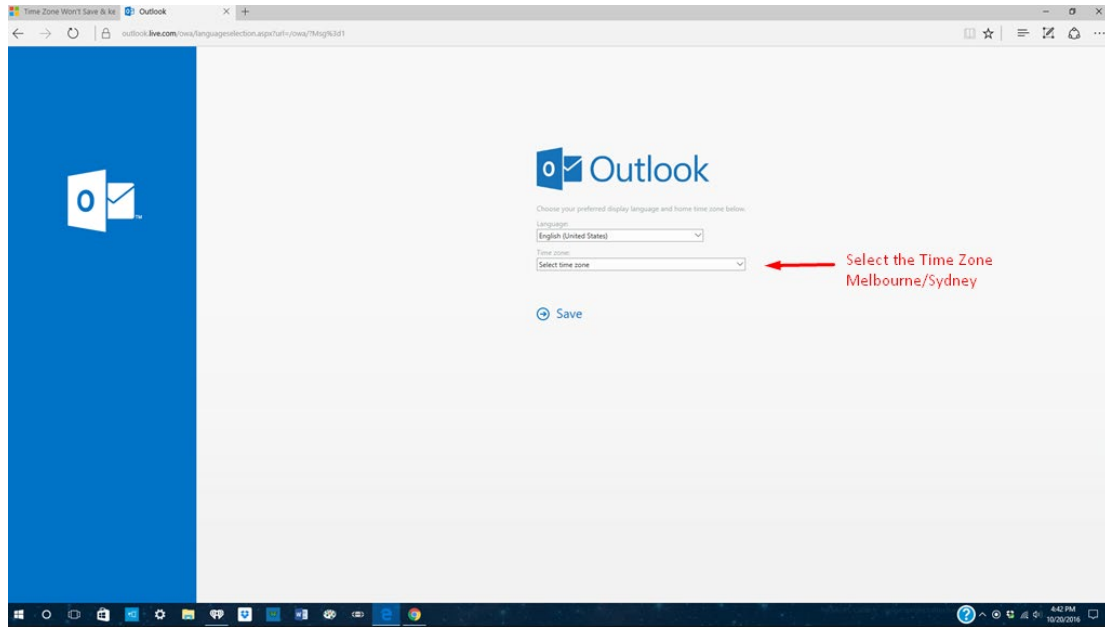
3. On the next screen enter your email address



4. Enter the password that has been emailed to you on the next page and click 'Sign In'.



5. You will be prompted to change your password next.
6. On the next page you will be prompted to select the time zone. Select Melbourne/Sydney time zone from the drop down list and press 'Save'.



Once you enter all above details you will be taken in to Outlook Web Access. You will see all your emails and calendars in the next screen.