Office 365 WebMail

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This article will show you how to access your webmail for Office 365.

Firstly you will need to open up your web browser and type the following into the URL bar at the top of the page.

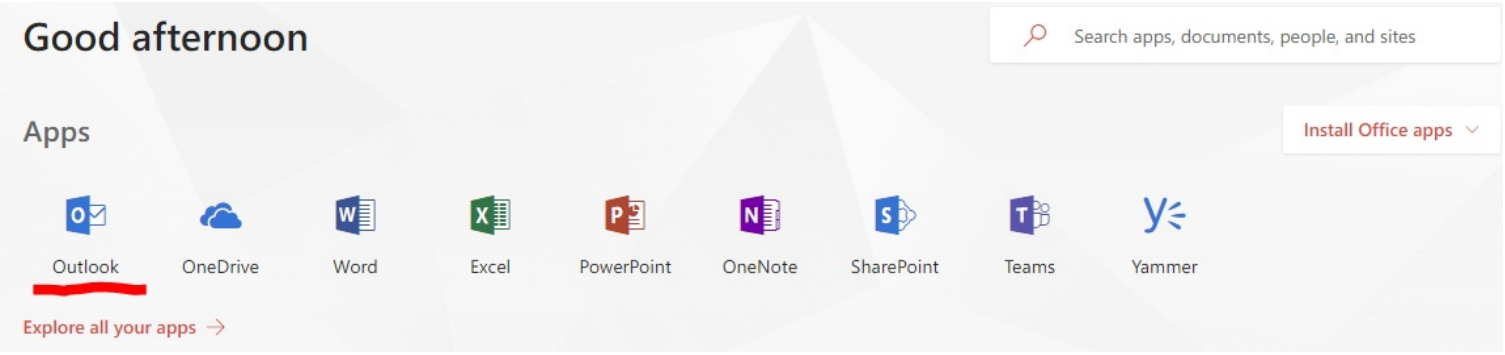


whatever is after the @ symbol in your email address should replace "YOURDOMAIN.CO.UK". for example

john.doe@example.com (mailto:john.doe@example.com) = 365.example.com
john.doe@example.co.uk (mailto:john.doe@example.co.uk) = 365.example.co.uk

Once you have entered the correct URL. it will direct you to a Microsoft login page to which you sign in using your email address and password.

Now you have signed in, you should see an icon for "Outlook" in the centre of the page. Click this to access your web mail.



Now you have successfully accessed your webmail.

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