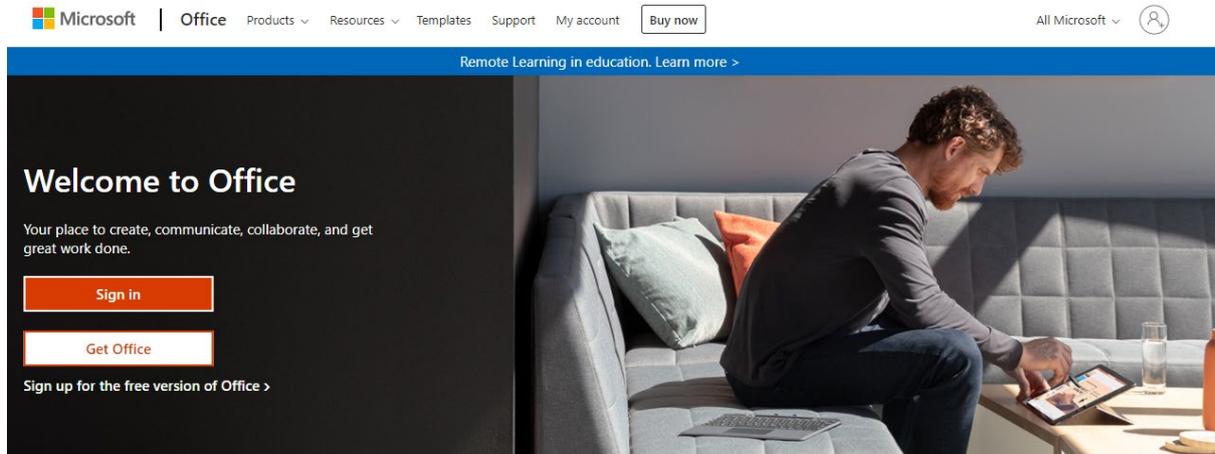


How to log into your Microsoft Office 365 account

1. Open Microsoft Office 365. Best way is to search using Google or type in **office.com** into your web browser. Select **sign in**. You should see this welcome page.



2. Enter your email address and password.

Your email address will be **bridgwater** and not btc e.g. smithj@bridgwater.ac.uk

3. To access your emails, click on the Outlook app on the left-hand side of the screen.

