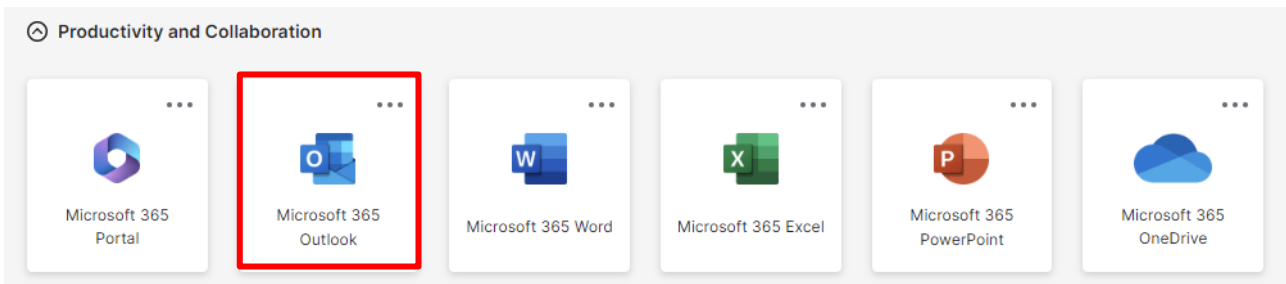


Accessing your e-mail

Option 1: Via the EdPass Portal

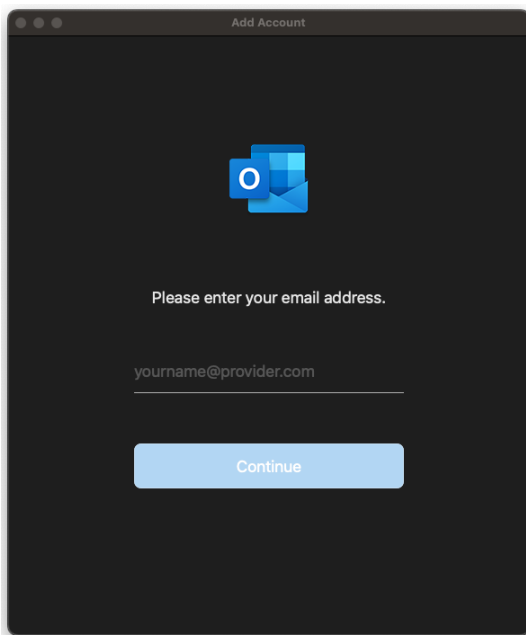
Click on the **Microsoft 365 Outlook** tile under the Office 365 heading

NOTE: If you need instructions to access the EdPass Portal, please refer to our help sheet: **EdPass – Logging in (hub and spoke details)**



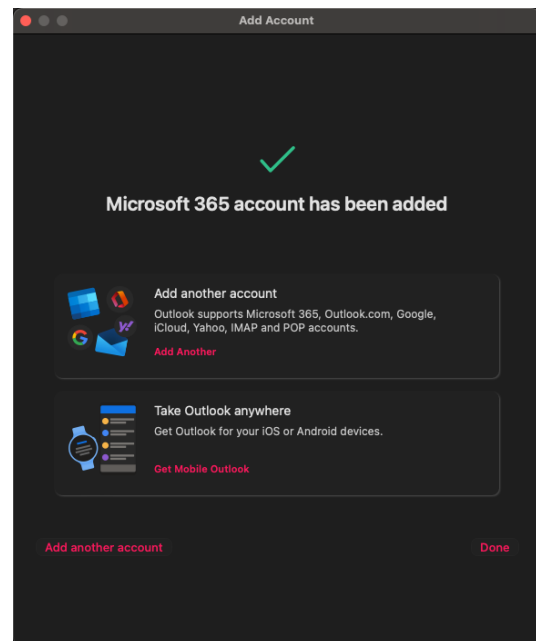
Option 2: Via Microsoft Outlook

If you're using Outlook for the first time, you'll be prompted for your e-mail address



NOTE: If you don't get this screen or your Outlook is set up with another mailbox, refer to the next page

Follow the steps through to configuring your account



Once you see this screen, Outlook has been configured with your mailbox. Click on **Done**.

E-mail configuration

E-mail address	Your Departmental e-mail address
Mailbox type	Microsoft Office 365
Login details	Refer to our help sheet EdPass – Logging in (hub and spoke details)

Adding an additional mailbox to Microsoft Outlook

Windows

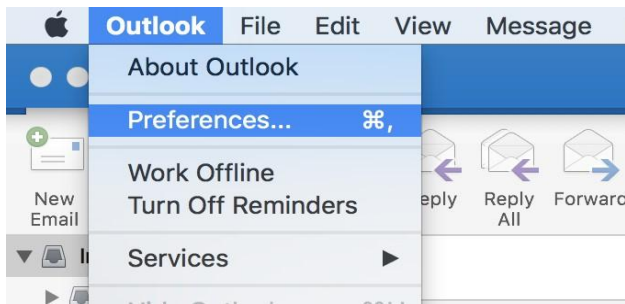
In the bottom left, click the **+** (plus) and select **New Account**.

THEN

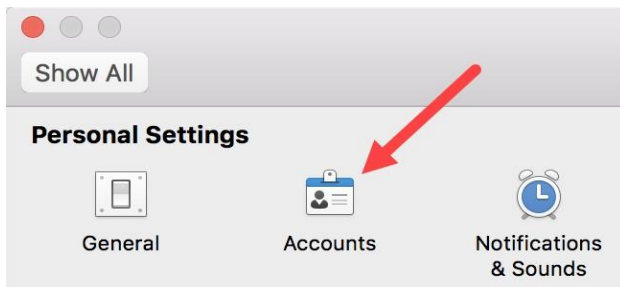
Refer to the instructions on the previous page

Mac

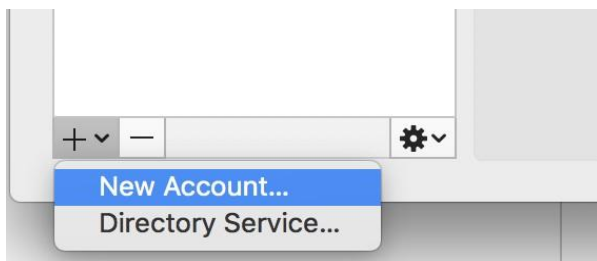
Go to **Outlook** menu > **Preferences**



Click on **Accounts**



Click on the **Add [+]** button and then click **New Account**



THEN

Refer to the instructions on the previous page

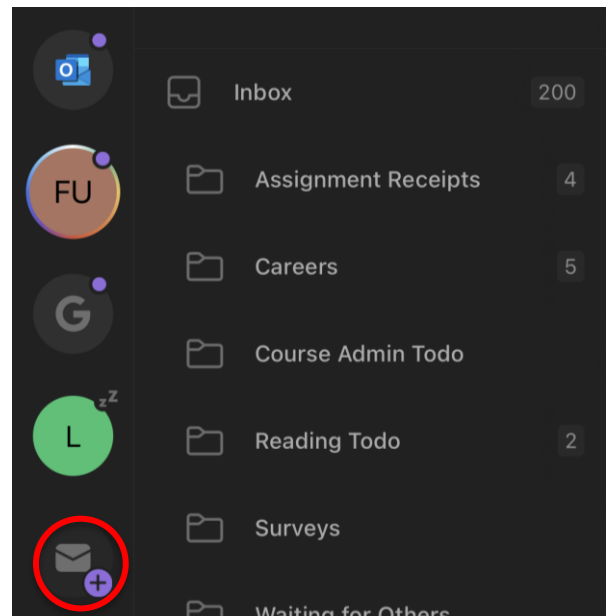
OPTIONAL

Adding your mailbox to your phone

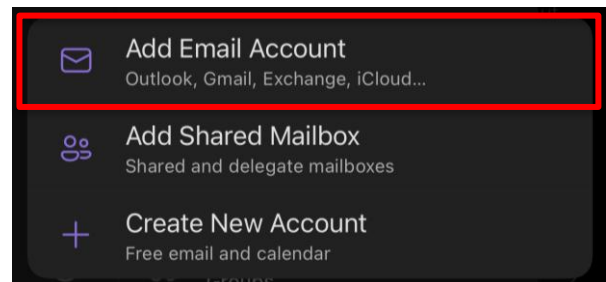
Open the Microsoft Outlook app

This app can be downloaded from the App Store (for iOS devices) or Google Play (for Android devices)

On the left panel, tap on the **Add mailbox** icon



Tap **Add Email Account**



Follow the steps through to configuring your account