


Accessing your e-mail

Click on the  tile under the Office 365 heading

If you need instructions to access the EdPass Portal, please refer to our help sheet:

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

Follow the steps through to configuring your account

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

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

E-mail address	Your Departmental e-mail address
Mailbox type	Microsoft Office 365
Login details	Refer to our help sheet
