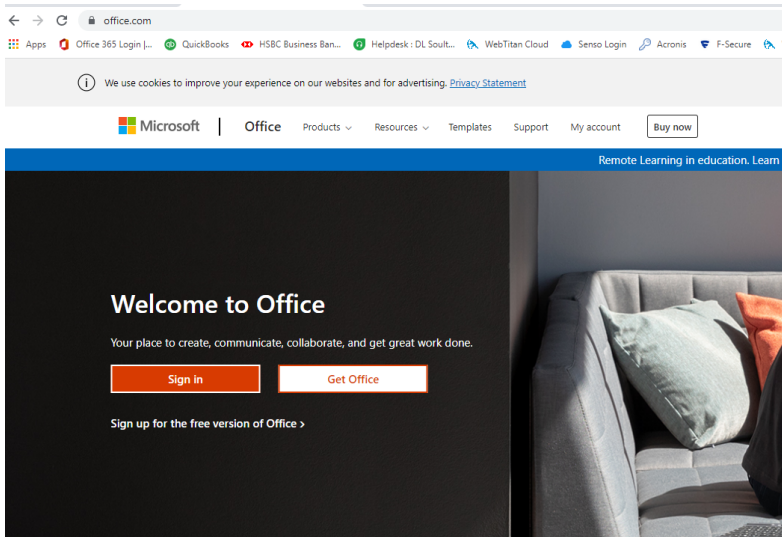
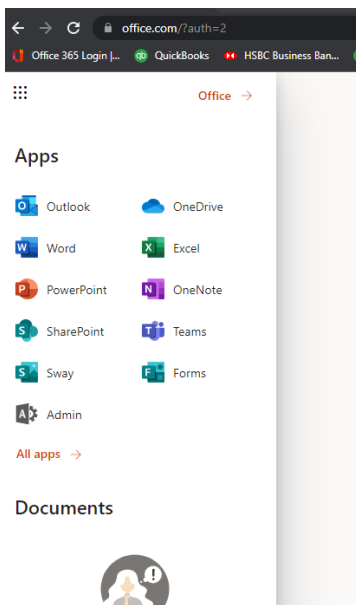


How To Guide: How to log into your Office 365 Account

Please log in to your Office 365 account by going to www.office.com



Click on Sign In and enter your email address and click Next
Enter your password and click "Sign In"
Click Yes to "Stay Signed in?" If prompted



In the top left corner, click on the 9 Small squares to open the App Launcher and then click on Outlook

This will then open your email where you will see your inbox etc.

Registered in England, Company Number 7165925
D L Solutions is a trading name of DLS Computers Ltd
2 Bulls Lodge Farm Cottages, Generals Lane, Boreham,
Chelmsford, Essex. CM3 3HN

