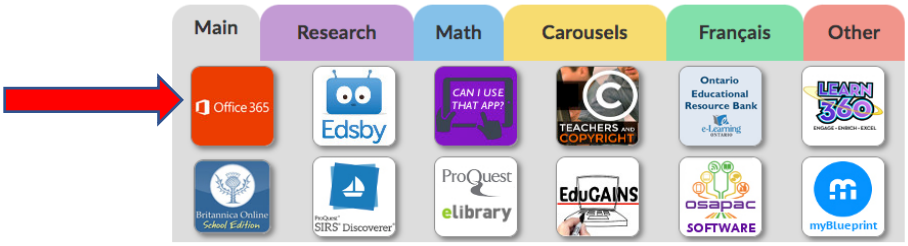
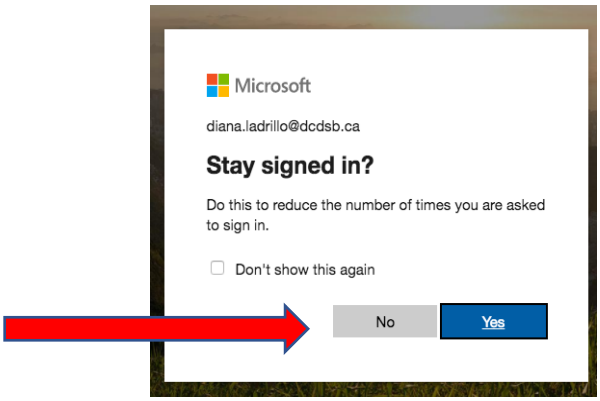
How to log in to Microsoft Office 365 to read and send emails

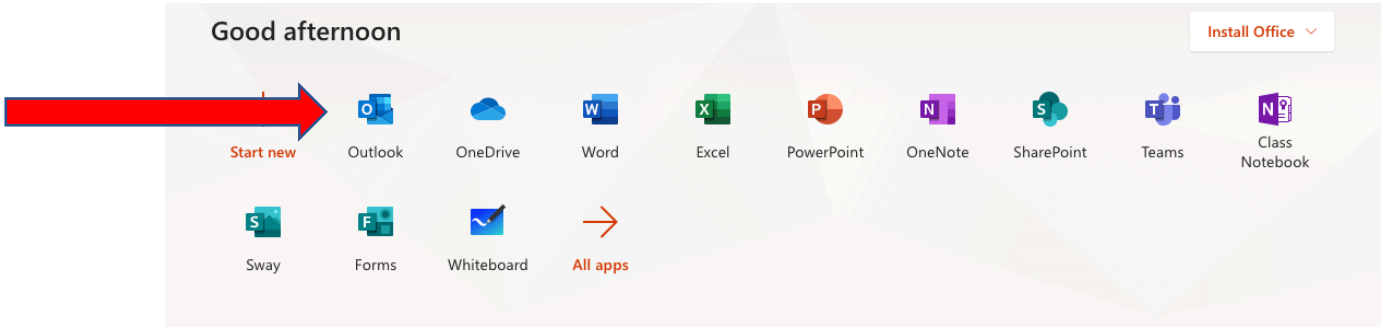
1. After logging in to your DCDSB LaunchPad, click on “Office 365”



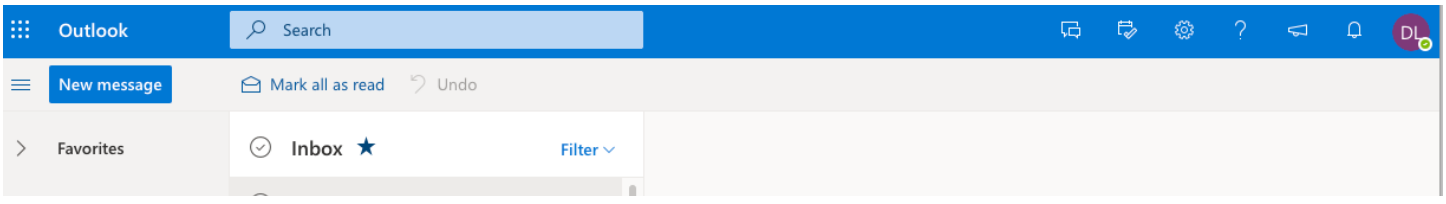
2. Check “Don’t show this again” and click on “Yes” if you are using a trusted computer that you will log on to frequently. Otherwise, click “No”.



3. Click on “Outlook” which will bring you to your email.



4. “Outlook” will show all emails that you have received. The following link will help you to become familiar with other features Microsoft Outlook.



https://support.office.com/en-us/article/getting-started-in-outlook-web-app-0062c7be-f8e3-486e-8b14-5c1f793ceefd