## 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".

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Microsoft
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Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No Yes

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

Good afternoon								Install Office $\ \lor$		
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Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Notebook	
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Sway	Forms	Whiteboard	All apps							

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

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=	New message	🗎 Mark all as read 🛛 🖓 Undo							
>	Favorites	$\odot$ Inbox $\star$	Filter $\vee$						
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https://support.office.com/en-us/article/getting-started-in-outlook-web-app-0062c7be-f8e3-486e-8b14-5c1f793ceefd