## How to log into your Microsoft Office 365 account

1. Open Microsoft Office 365. Best way is to search using Google or type in **office.com** into your web browser. Select **sign in.** You should see this welcome page.



2. Enter your email address and password.

Your email address will be bridgwater and not btc e.g. smithi@bridgwater.ac.uk

3. To access your emails, click on the Outlook app on the left-hand side of the screen.

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