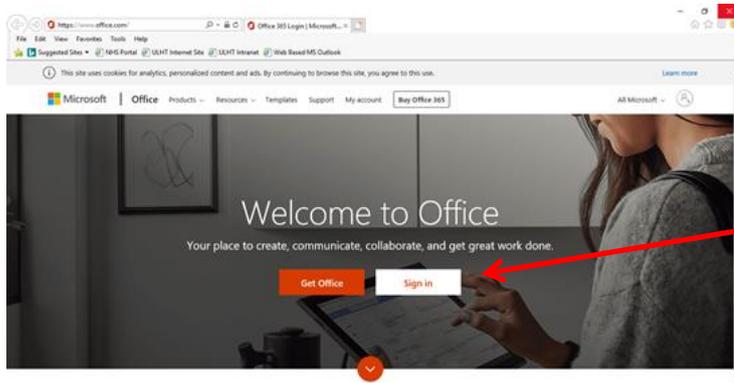


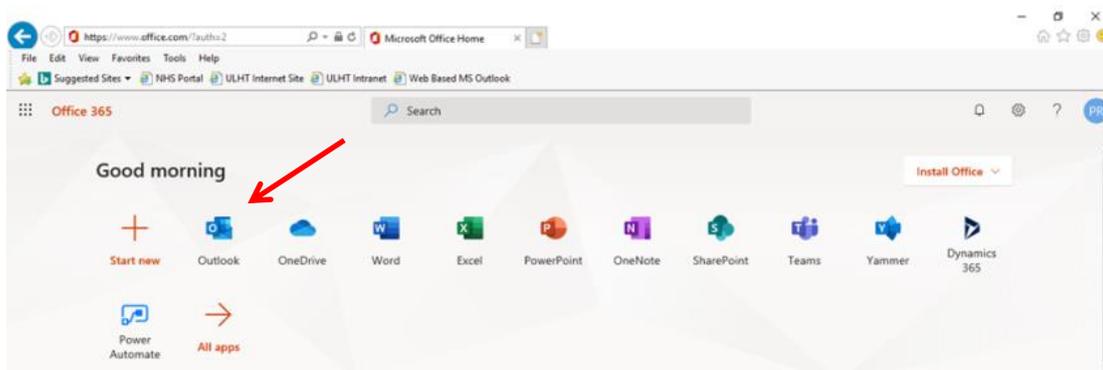
Accessing Outlook Email via the Internet

If you have access to the Internet via a home laptop or phone you can access your email through the Office 365 login page. You do this by:

- Open the Internet and enter the following web address - **www.office.com**
You will be taken to the following site (the screen may vary slightly):



- Click on **Sign in** and enter your normal ULH email address e.g. ann.other@ulh.nhs.uk
You may be asked for your password or you could be taken straight through to the Office 365 homepage
- Click on **Outlook**



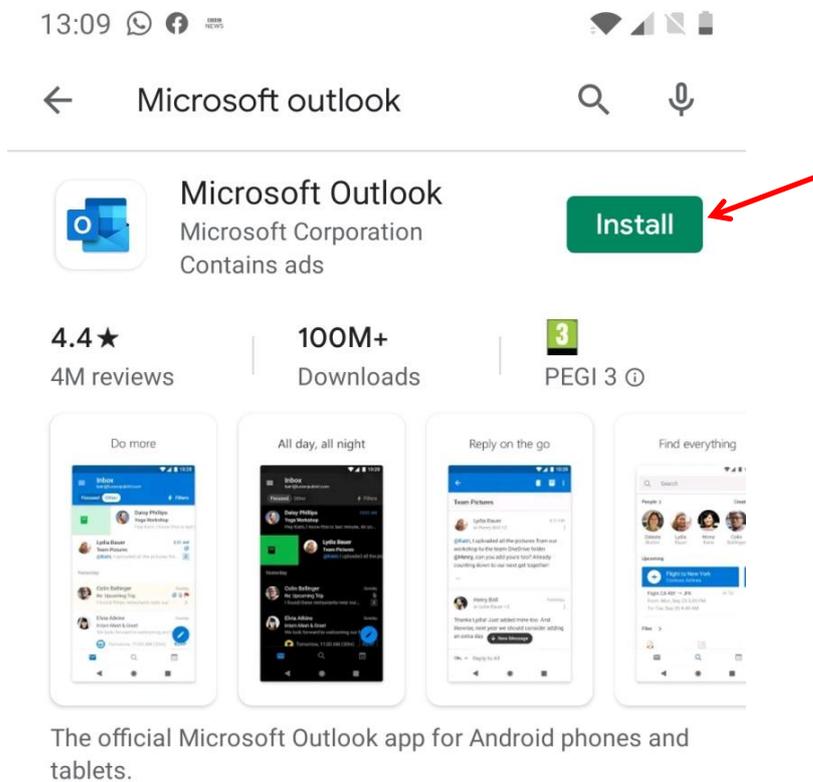
Downloading an Outlook app onto your phone from the App Store

- Go to Play Store (android) AppStore (iphones) and type **Microsoft Outlook**

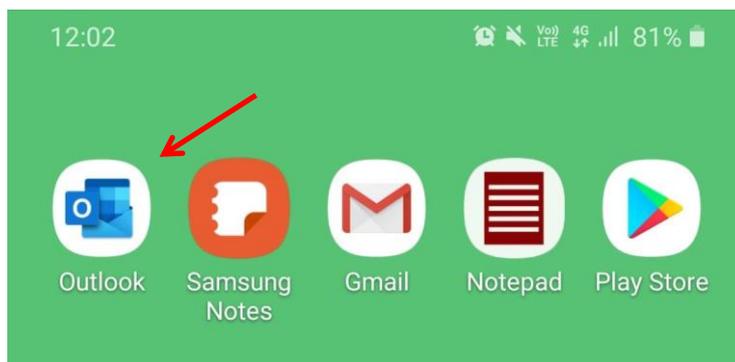


- Select Microsoft Outlook

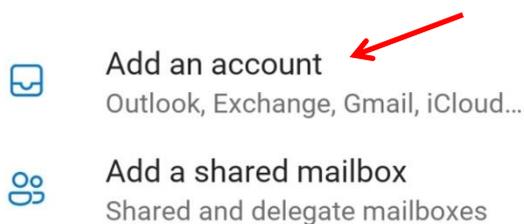
- Click on **Install** (The Outlook client is a large download so make sure that you are using WiFi.)



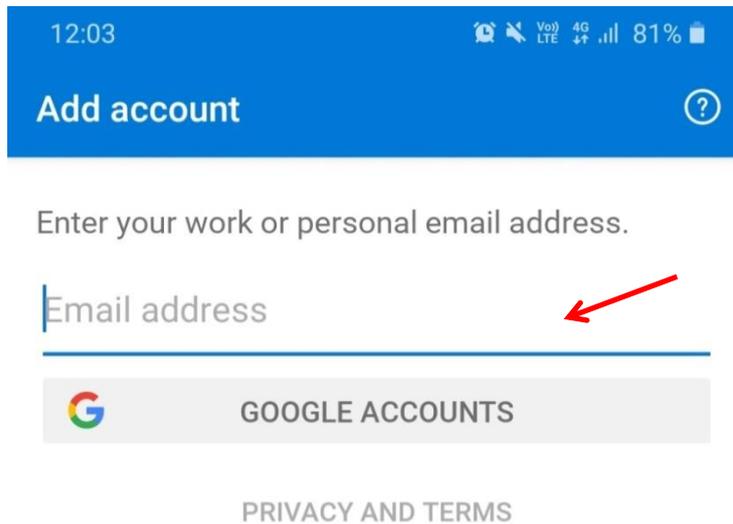
Once it is installed the **Outlook icon** will appear on your phone



- Select and click on **Add an account**



- Add your work email address and follow the instructions



If requested answer yes to 'Activating Device Administrator', then click on 'Activate this device admin app'. The questions may vary depending on your phone.

You can now access your emails from the **Outlook icon** on your phone.

