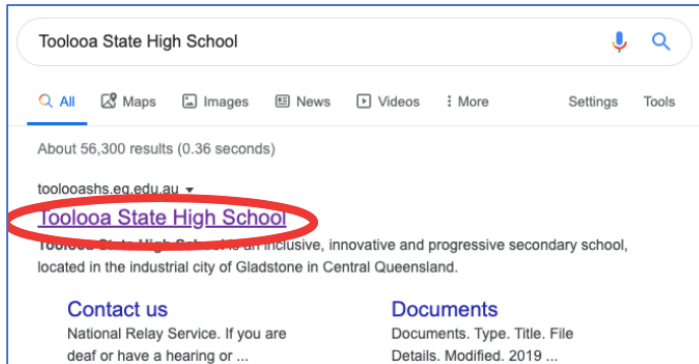


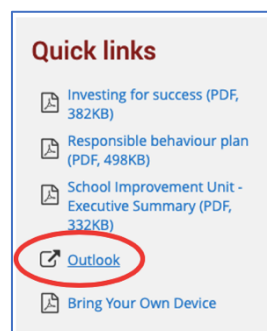
Accessing office 365 on your computer or via the internet on your device

1. Open your internet browser (Internet Explorer) and search for Toolooa State High School

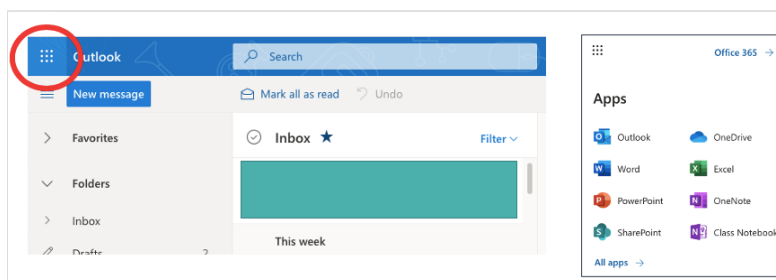


2. One Toolooa's Webpage – Navigate to the Webmail link.

- Scroll down to quick links
- Click on the Outlook Link



3. This will open your emails (will need to log in with your school Username and Password)
4. Once in your emails click on the **9 DOTS** in the top left-hand corner (This is like your home button)



5. This launches all of your *Online Microsoft applications*

