

## 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

	Quick links					
	ß	Investing for success (PDF, 382KB)				
	ß	Responsible behaviour plan (PDF, 498KB)				
	ß	School Improvement Unit - Executive Summary (PDF, 332KB)				
(	Z	Outlook				
	ß	Bring Your Own Device				

- 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)

( :::	Cutlook	A Search			Office 365 $\rightarrow$
	New message	🖻 Mark all as read 💙 Undo		Apps	
>	Favorites	⊘ Inbox ★	Filter ~	Outlook	OneDrive
~	Folders		l I	Word	Excel
>	Inbox	This week		SharePoint	Class Notebook
//	Dratte			All apps $\rightarrow$	

5. This launches all of your Online Microsoft applications

