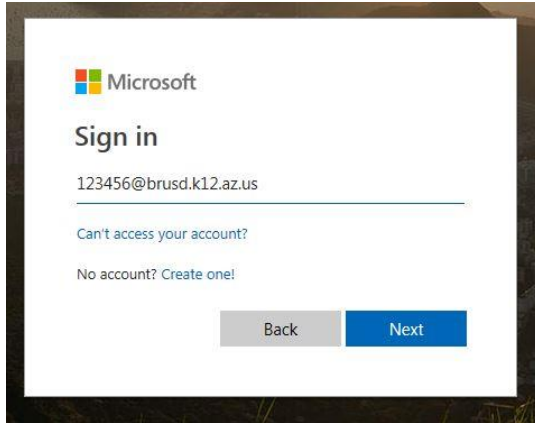


How To: Login to Office 365 Outlook Webmail

1. Navigate to outlook.office.com
2. Enter your @brusd.k12.az.us email address e.g. 123456@brusd.k12.az.us



3. Click "Next"
4. Enter your network/computer password
5. You are now presented with your Folders, Inbox and Reading pane

The Folders is where you can organize your email in to custom folders

Message Options to create a new email, delete the current email, control junk email and other options for the currently selected message.

Reply, reply all, forward and print options are located here.

For quick start guides and additional training, please visit the [Microsoft Office Training Center](https://microsoft.com/training) website