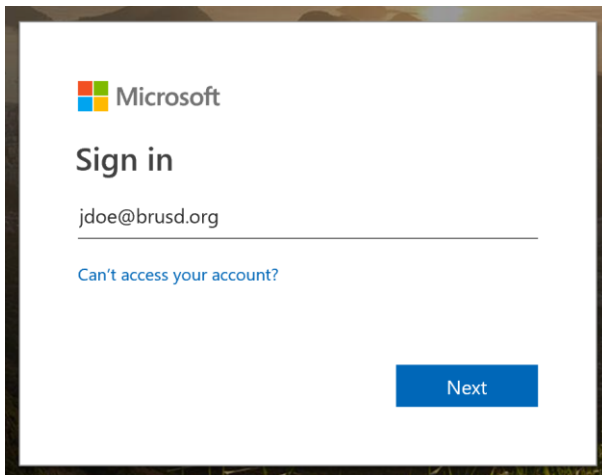


How To: Login to Office 365 Outlook Webmail

1. Navigate to outlook.office.com
2. Enter your @brusd.org email address e.g. jdoe@brusd.org



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

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

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

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