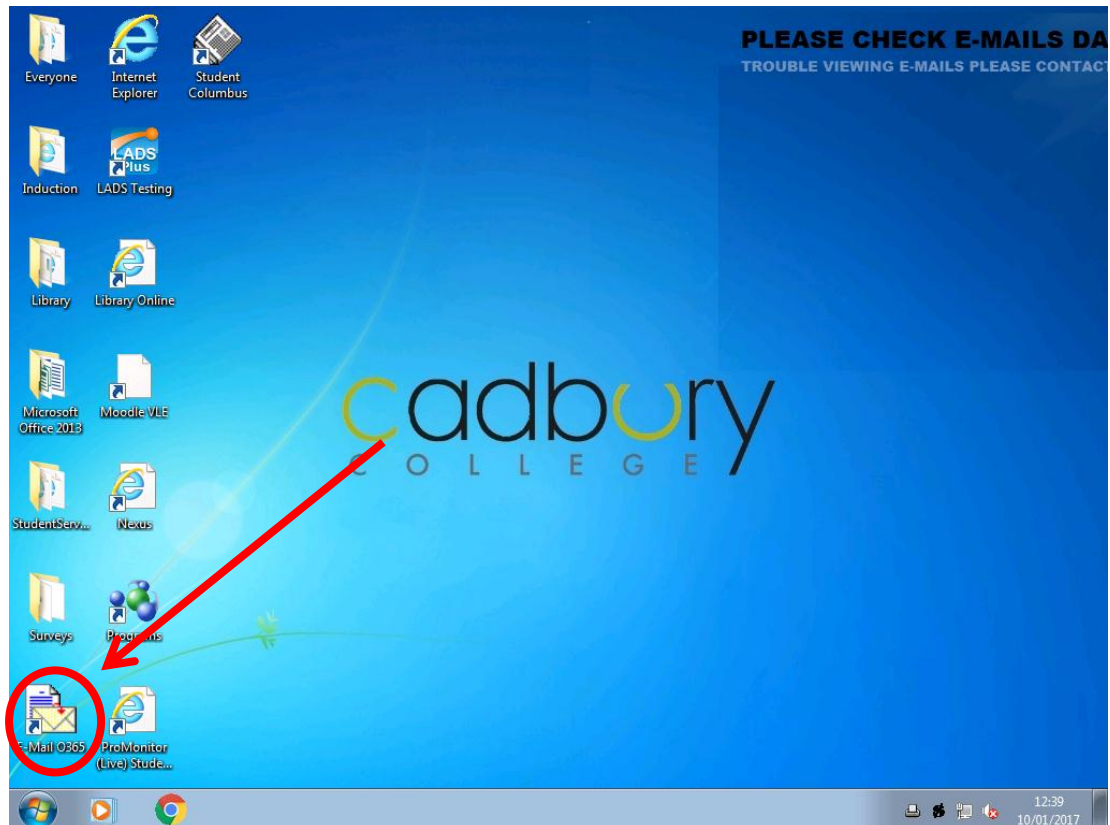


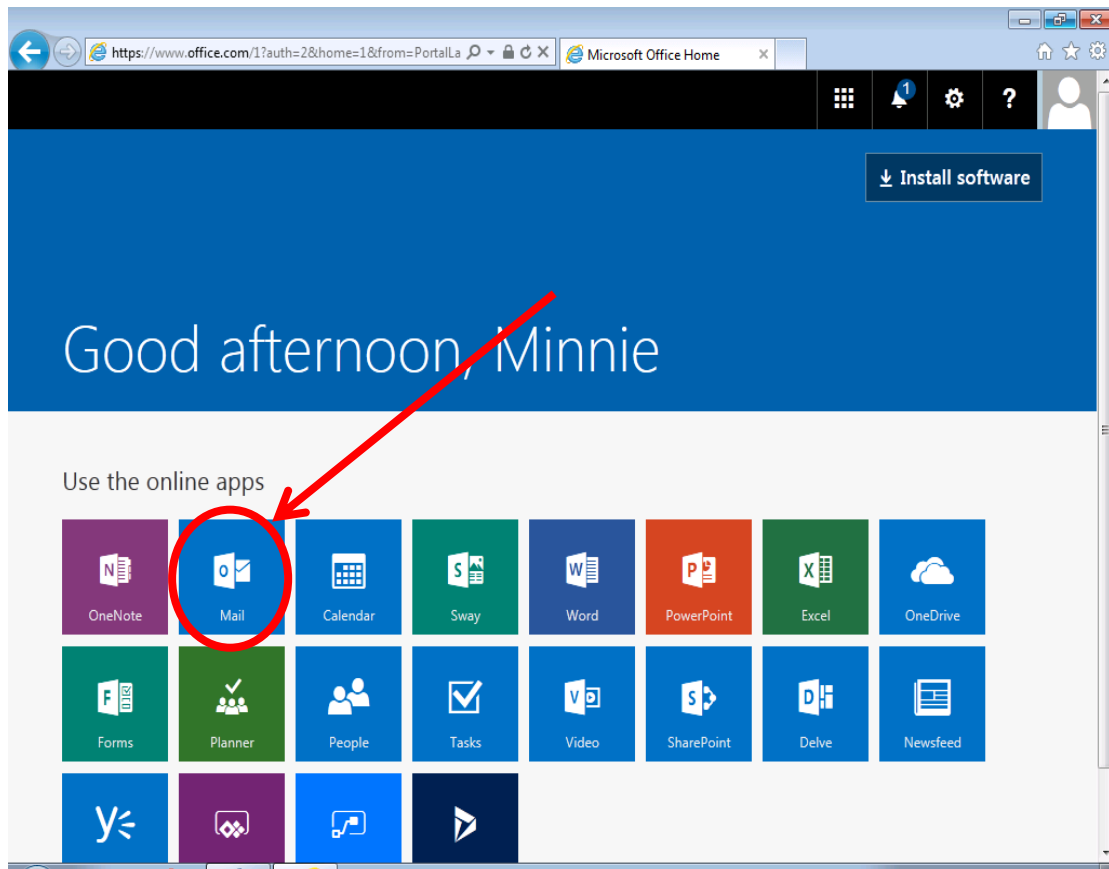
Accessing Office 365/Emails (Students)

Within College

1. Click on the desktop icon named 'E-mail O365'. A new window should open up and you should log in.

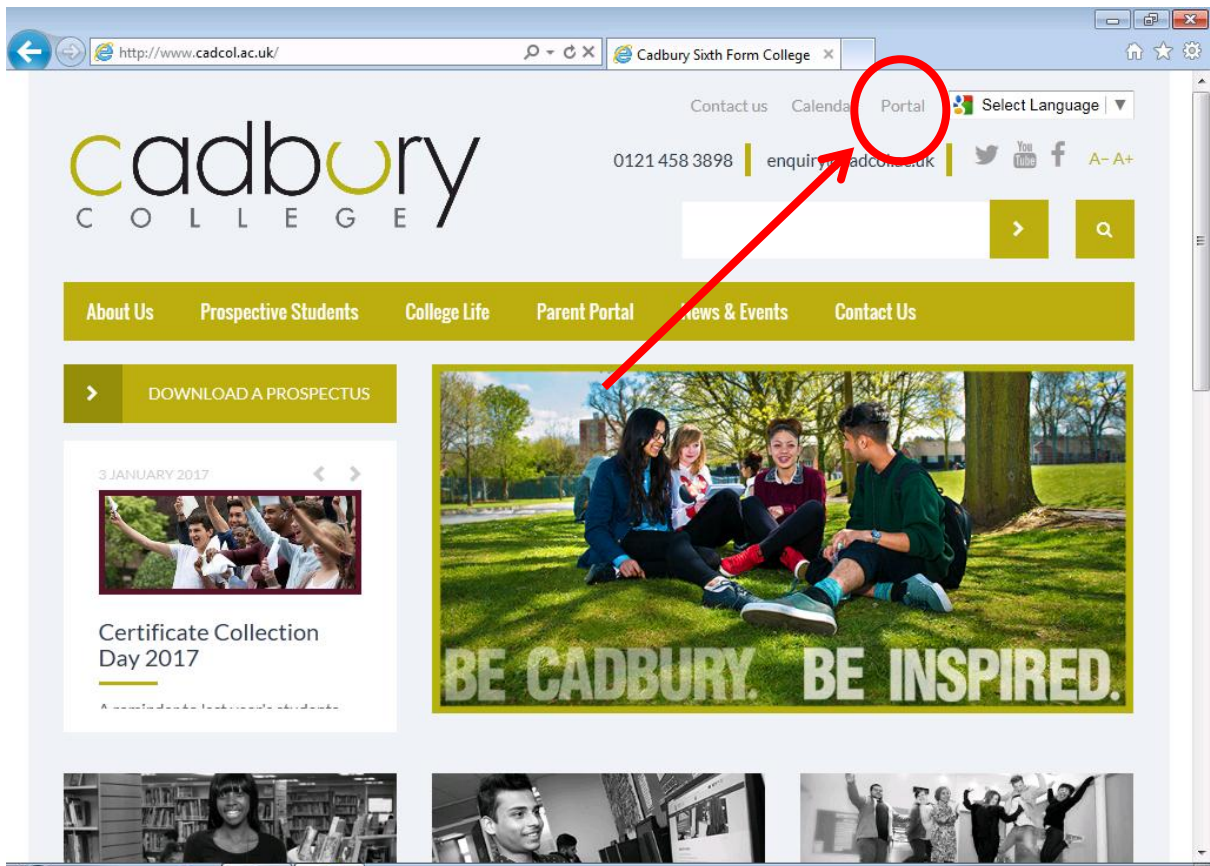


2. Once logged in, you will see a number of different tiles. Click on mail to be taken to your emails.



Out of college

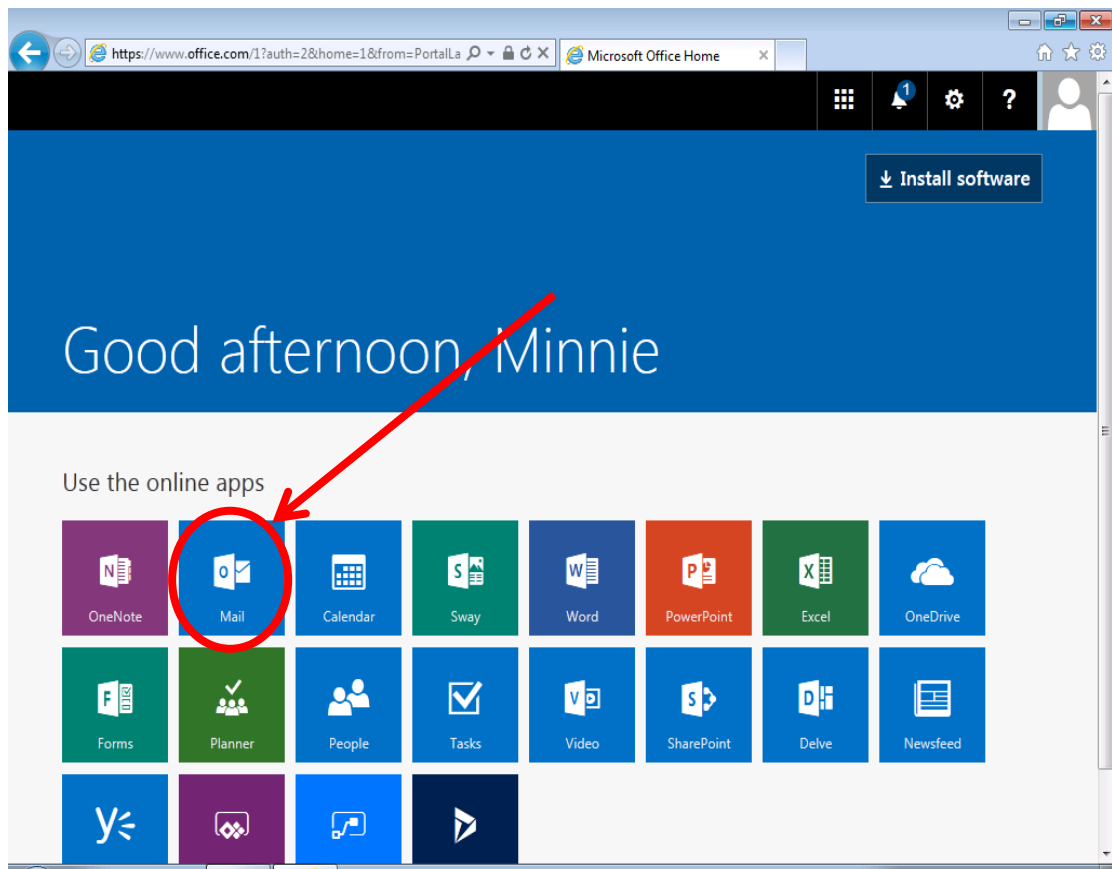
1. Visit the college website www.cadcol.ac.uk and click on 'Portal' in the top right.



2. Click on the tile named 'Office 365' which will then take you to a log in page.



3. Once logged in you will see a screen full of tiles. Click on 'Mail' just as you would from college.



For any issues such as tiles missing or not being able to log on, please contact IT Support.