

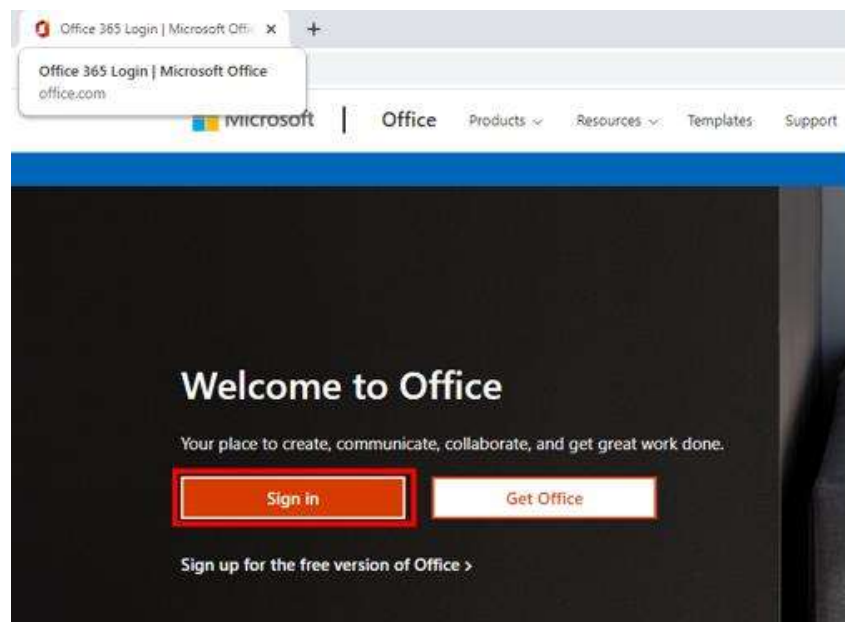
## Outlook via Browser

At any time, you can access your Email account through Outlook using your web browser. This guide uses Google Chrome for its examples. Other browsers will follow similar steps.

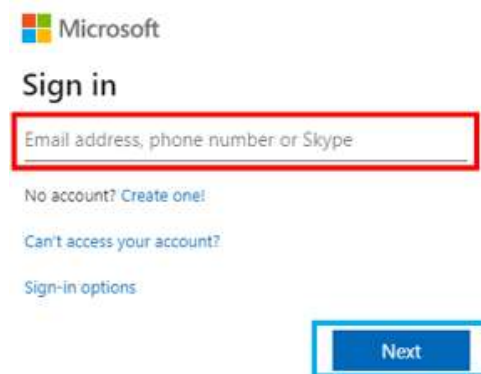
1. On a computer, go to office.com and click **sign in**.



2. You will now see the homepage for Office. Click the **Sign in** button. Highlighted below in red.



3. Click on the **text box**, highlighted below in red.
4. Enter your **@Kingsely.org** email address. And Click the **Next** Button. Highlighted in blue



5. Now enter your **password** in the text box. Highlighted in red below. And Click the **Sign in** button. Highlighted in blue



Enter password

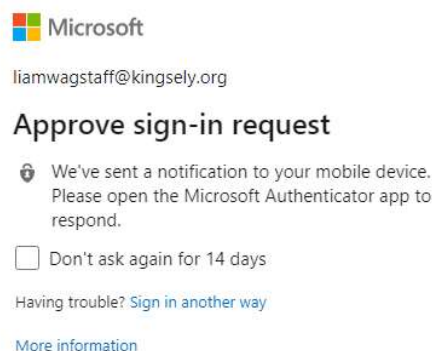
Password

[Forgotten my password](#)

[Sign in](#)

Should this not work then please raise a support request via the ICT Support Ticket System. This can be done by clicking the RM Support application located on the desktop of any school device.


6. To continue you will be required to authorise access via your **Microsoft Authenticator App**. If you have not already set this up, then you will not see this page. Please see the **MFA Removal and Install Guide** to setup the **Microsoft Authenticator**.



Microsoft

liamwagstaff@kingsely.org

**Approve sign-in request**

 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

☐ Don't ask again for 14 days

[Having trouble? Sign in another way](#)

[More information](#)

7. On your mobile device you will receive the following notification. Click the **APPROVE** button. Highlighted below in red.

If at any time you receive this notification and you are **not** trying to access your Office account, please refrain from pressing the **APPROVE** button.



 **Approve sign-in?**

Kings Ely  
LiamWagstaff@kingsely.org

[DENY](#) [APPROVE](#)

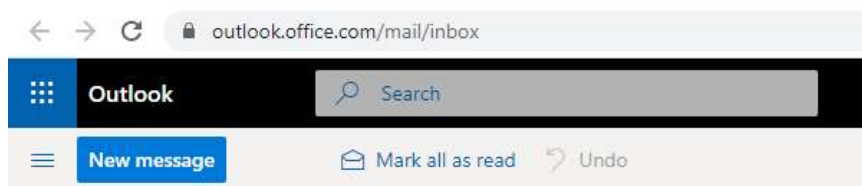
8. Your browser should now show the following page. If you wish to stay logged into your account even when you close the page, then click the **Yes** button. Highlighted below in red. **Do not click this if you are on a public device**. If you do not wish to do this then click the **No** button. Highlighted below in blue.



9. On the left side on the page, click on the **Outlook** icon, highlighted below in red.



You should now see your inbox for Outlook. As you have already logged into the Office.com website, Outlook does not require you to sign in again.



Should you encounter any issues in this process please raise a support request via the ICT Support Ticket System. This can be done by clicking the RM Support application located on the desktop of any school device.