

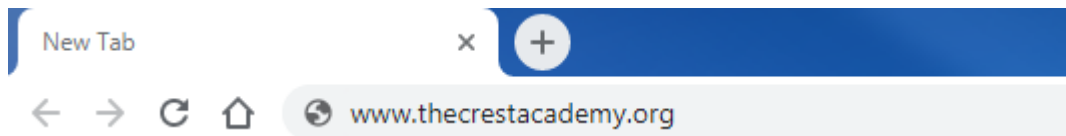
Getting started with your email address

This is a step by step guide into getting you setup with your student email address.

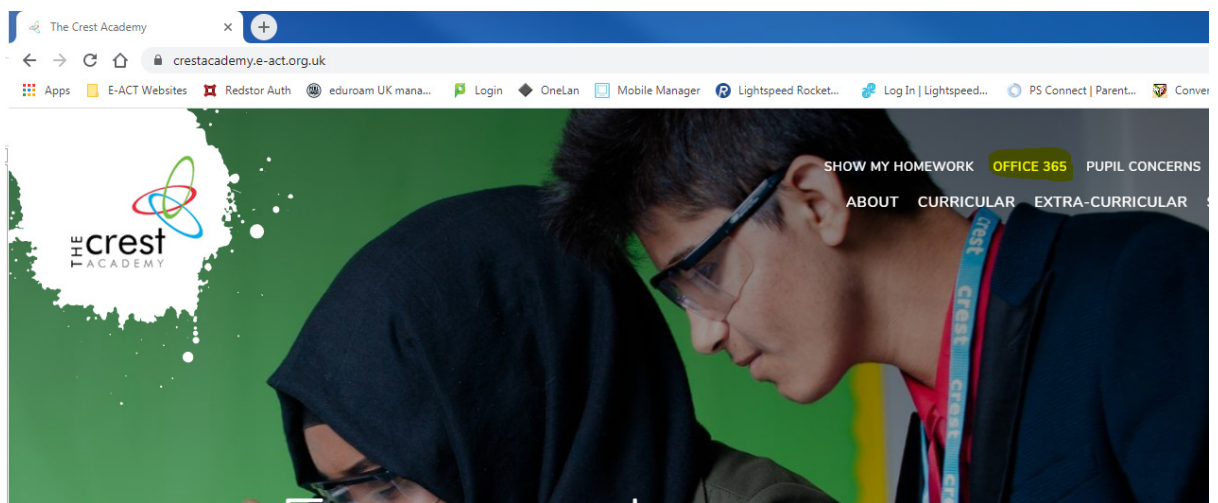
- 1) Make sure your computer or laptop is connected to the internet.
- 2) Click on a web browser such as **Google Chrome** or **Internet Explorer** to open up an internet page.



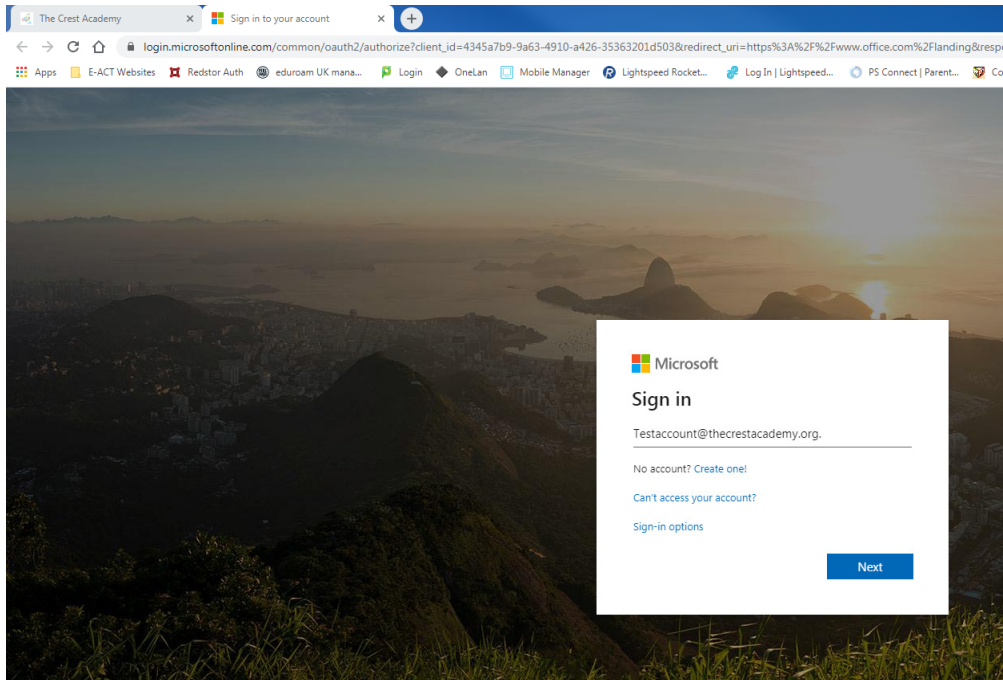
- 3) Navigate to The Crest Academy website by entering www.thecrestacademy.org into the URL search bar at the top of your web browser.



- 4) Once The Crest Academy Website has finished loading, at the top right of the page click on **Office 365**



5) You will arrive at the following page which will ask you to enter your school email address.



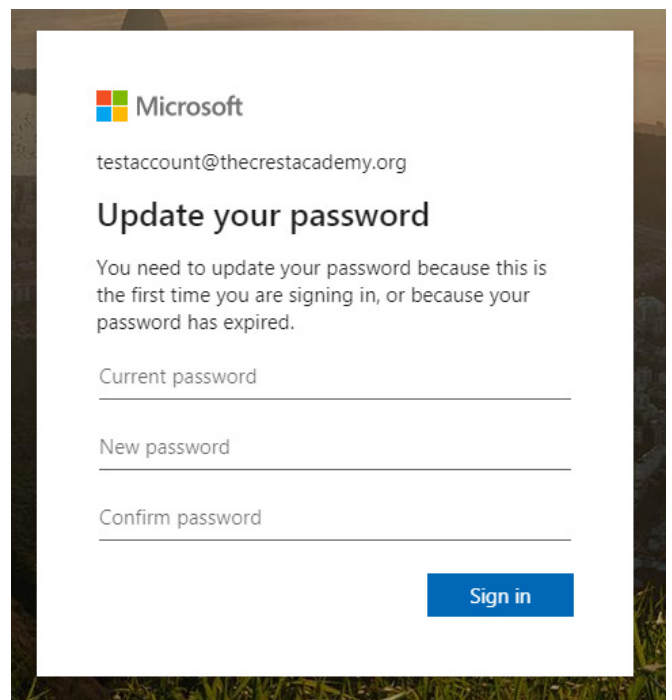
Enter your school email address and then click **next**.

Then enter the temporary password that you have been given and then **click Sign in**.

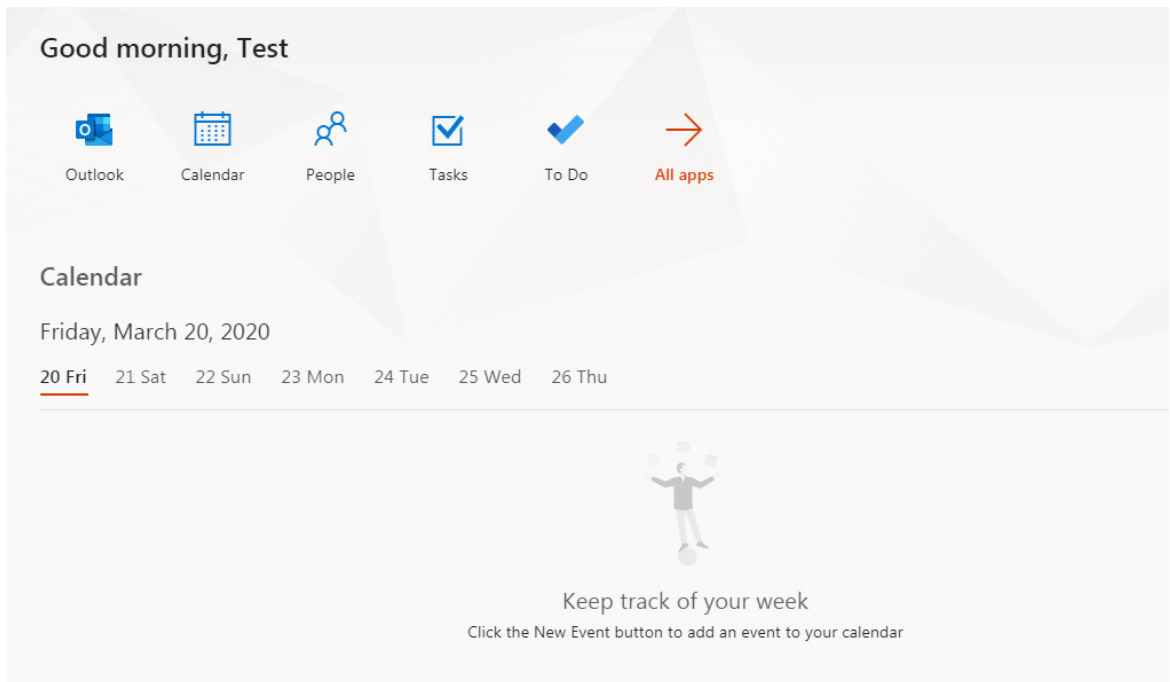
6) Now you will need to enter the current password (**This is the Temporary password that you were given**)

Your new password will need to have:

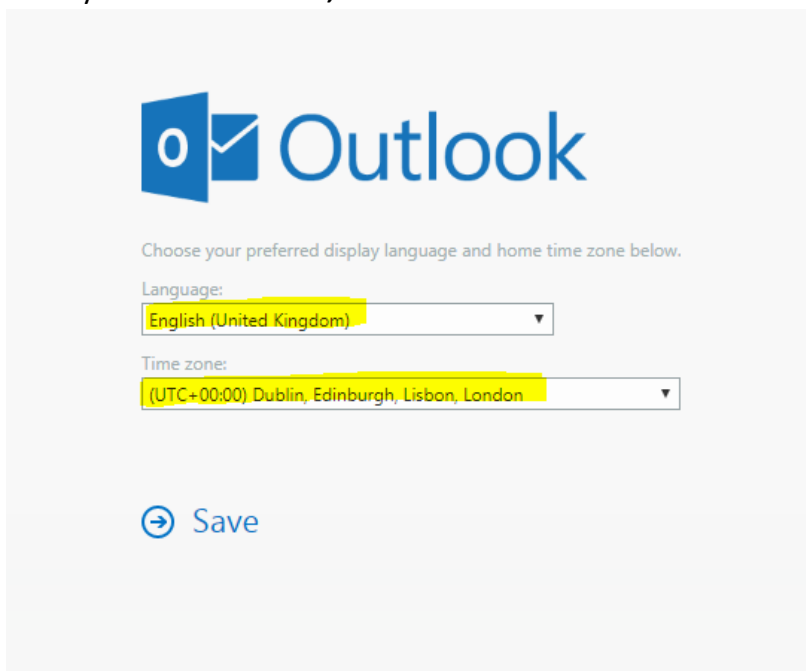
- **Minimum of 8 characters**
- **At least 1 uppercase letter**
- **At least 1 number**



- 7) This will be your main home page every time you login into your email.
Click on Outlook

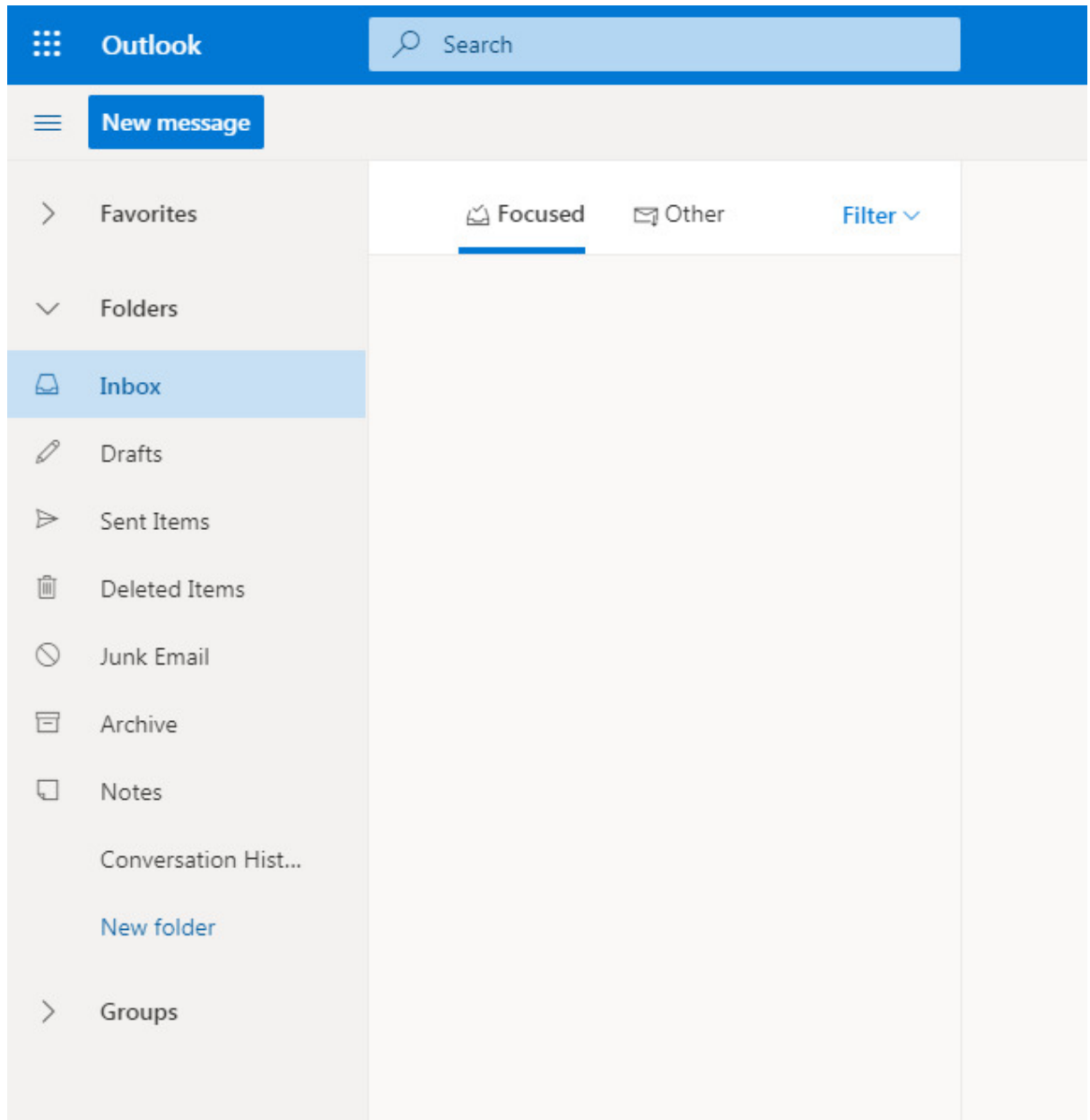


- 8) You will now be prompted to choose your language and Time Zone as shown below.
Once you have done this, **click save.**



This will be the only time you have to do this. Next time you click on outlook you will be taken straight to your emails.

9) You are now setup with your school email account.



Important Reminder:

Please remember to log off your account when finished by clicking on your initials on the top right of the screen.

Do not leave your email account open and unattended. Log out if you need to be away from your computer.