



Welcome to Microsoft Outlook

A Guide for New Students

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What is Outlook?

Outlook is the email app we use at Weston College. It is accessed using your college Microsoft account.

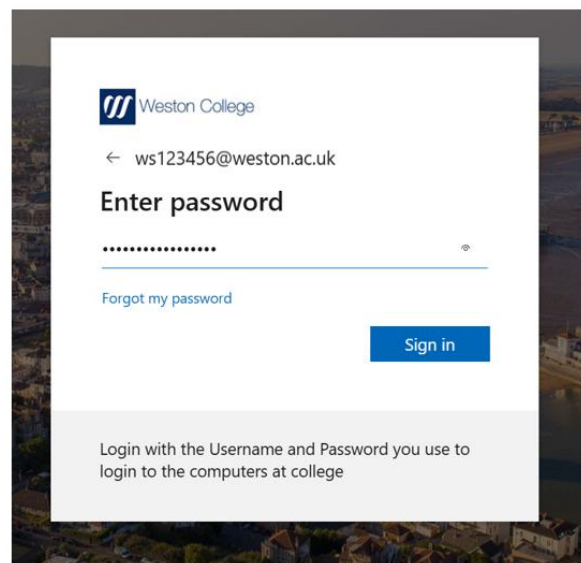
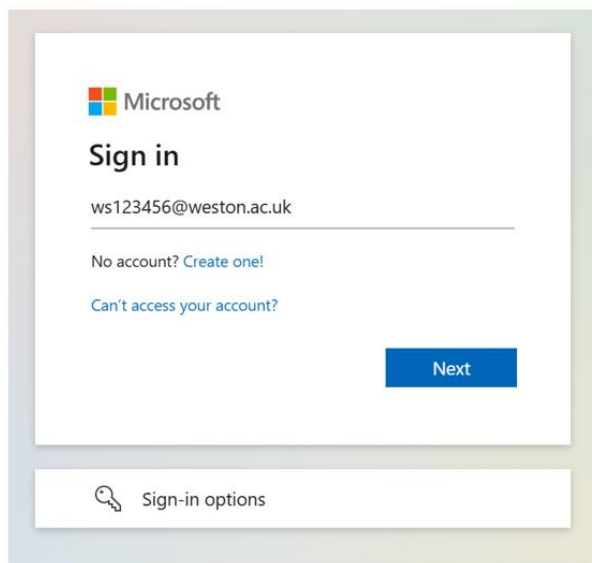
Your teachers and other support staff may email you with important information, so it's important to either check this account regularly, or set up forwarding so you don't miss anything.

Accessing Outlook on Your Computer

Signing In

1. Go to outlook.office.com
2. Sign in using the following details:
 - a. Your college email address
 - b. Your college password

If your log in details don't work or you have forgotten them, just ask your tutor or email library@weston.ac.uk.



Multi-Factor Authentication

If you are accessing your college Microsoft account for the first time, you will need to set up Multi-Factor Authentication (MFA).

You may find the following video guide helpful: [Setting Up Microsoft Authenticator](#).

Viewing Your Emails

Once you have logged in, you will see your college emails divided into 2 inboxes: Focused and Other. Generally important emails should go to the **Focused** inbox, however don't forget to check **Other** too.

To open an email, simply left click on the preview, and the full email will appear on the right.

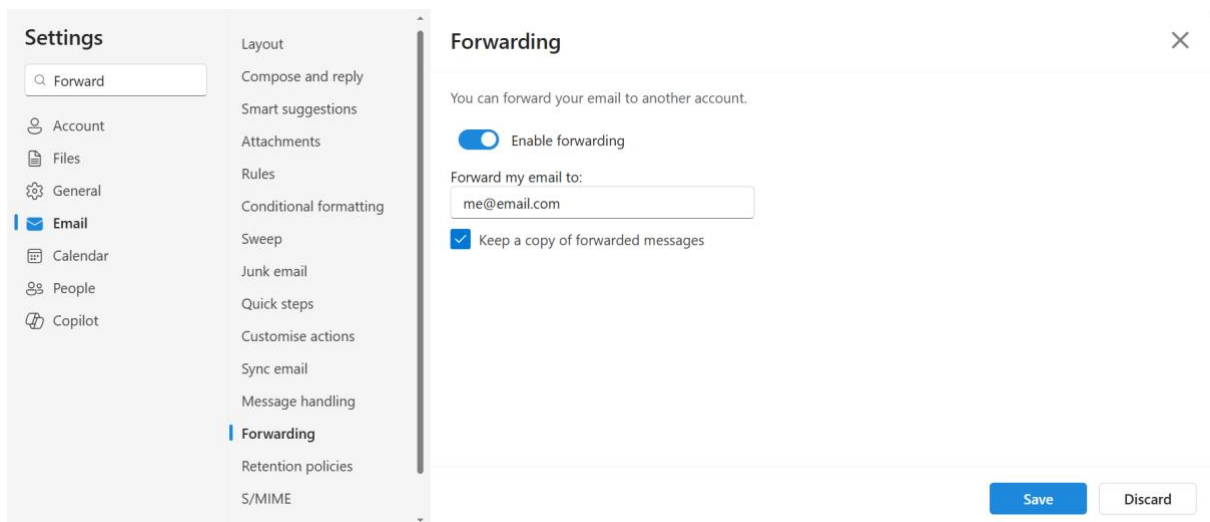
Forward Emails to Another Address

If you would prefer to only check your personal email, you can tell Outlook to forward all your college emails there. To do this, follow the instructions below:

1. Select the **settings cog** in the top right corner



2. Select **Email** and then **Forwarding**.
3. Click **Enable forwarding** to turn it on, and type your personal email in the box below.
4. Tick **Keep a copy of forwarded messages**. This means you will still be able to view your emails in your college Outlook account, if you want to.
5. Select **Save**.



Accessing Outlook on Your Phone

To access Outlook on your mobile, simply go to your app store and download the Microsoft Outlook app. Once the app is installed, add an account and log in using your Weston College email and password.

