

How to access your emails

1. Google office 365



2. Click on the Office 365 Login

[Office 365 Login | Microsoft Office](https://www.office.com)

<https://www.office.com>

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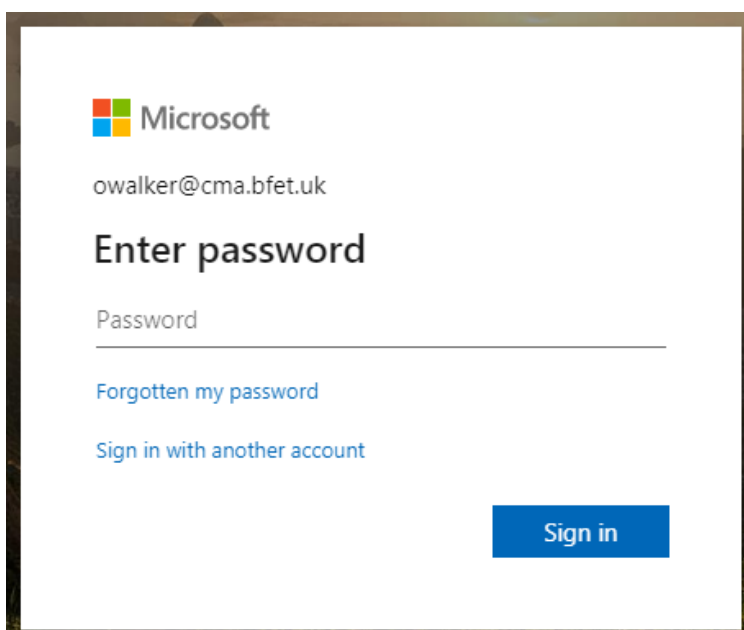
3. Sign in using your school log in followed by **@cma.bfet.uk**
For example if I was in year 11 this would be 15owalker@cma.bfet.uk



Sign in

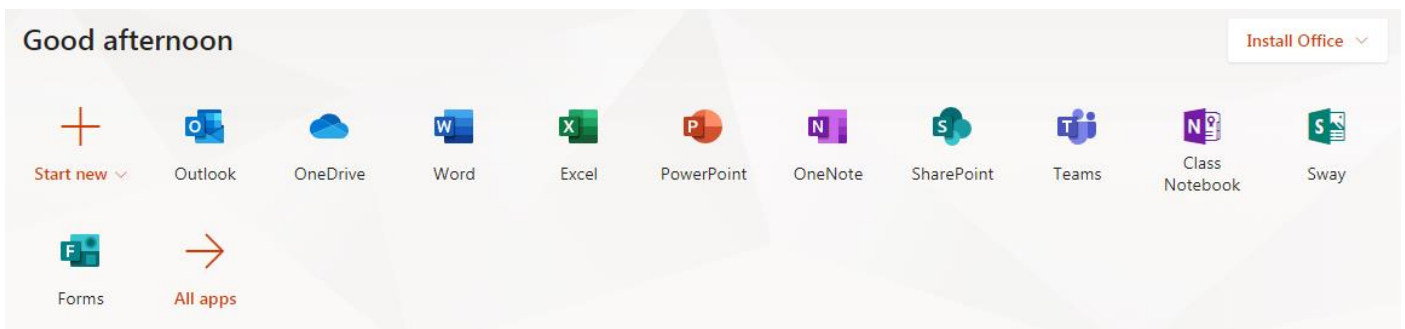
Email address or phone number

4. Use the password that you use to sign onto the school computers



The image shows a Microsoft sign-in page. At the top is the Microsoft logo. Below it, the email address 'owalker@cma.bfet.uk' is entered. The main heading is 'Enter password'. Below this is a password input field with the label 'Password'. There are two links: 'Forgotten my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

5. Click on the Outlook icon to access your emails



6. Some of your teachers may have been set up Teams for you to use. This can be accessed by the Teams app.

7. If you are accessing these on your phone both of these have apps that can be used to access emails and Teams, which may be easier than using a browser.

Nb. Please note that staff will only respond to school emails not your personal emails.