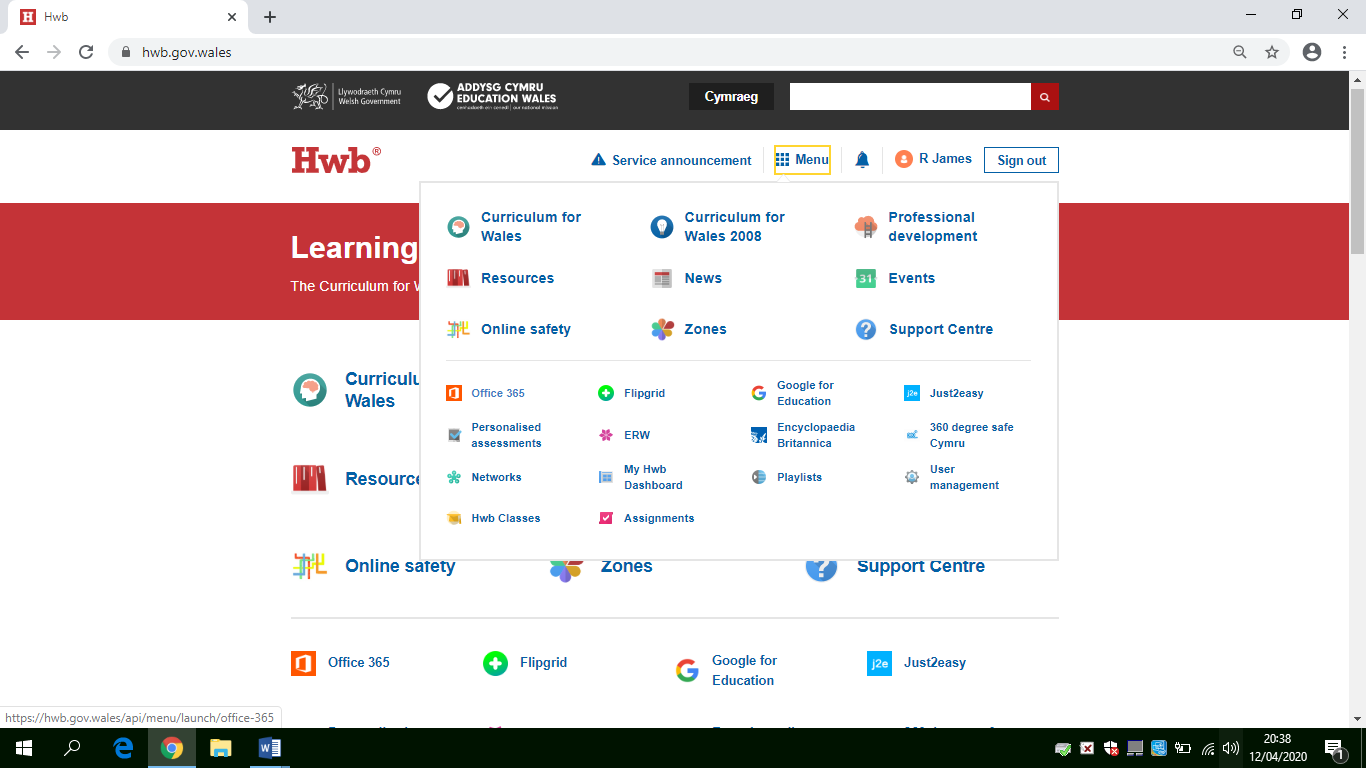
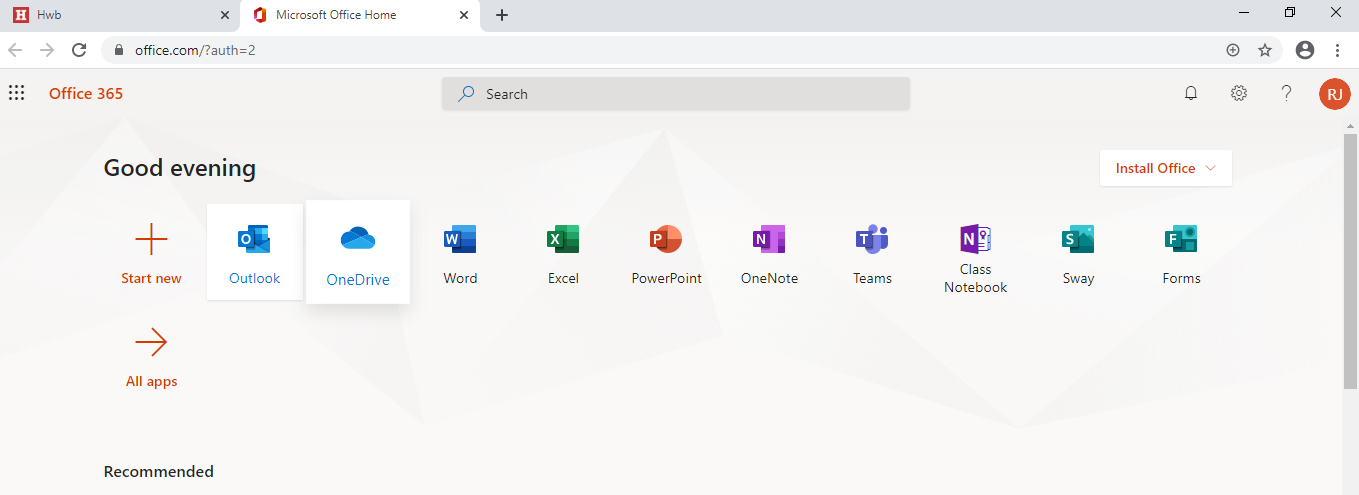
**How to check your emails.**

1. Log on to Hwb
2. Click menu



1. The click on Office 365
2. A new window will open (below)

Click on Outlook



Outlook will open in a new window and now you are ready to read your emails.

Good Luck

Mrs James