



VOLUNTEER EMAIL

[Log in Instructions](#)

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Purpose

The purpose of this document is to enable volunteers to Log in to their BHS volunteer email account securely and send and receive emails from a BHS Volunteer email address.

Pre-requisites

Accessing your BHS Volunteer email will take approximately 1 minute, you will access the email account through your internet browser using the email address and the password you created.

Before you access your email account you will need the following:

- A laptop, desktop computer or Apple/Android tablet
- Access to an internet browser, this can be any with the most popular including:
 -  Chrome
 -  Edge
 -  Safari

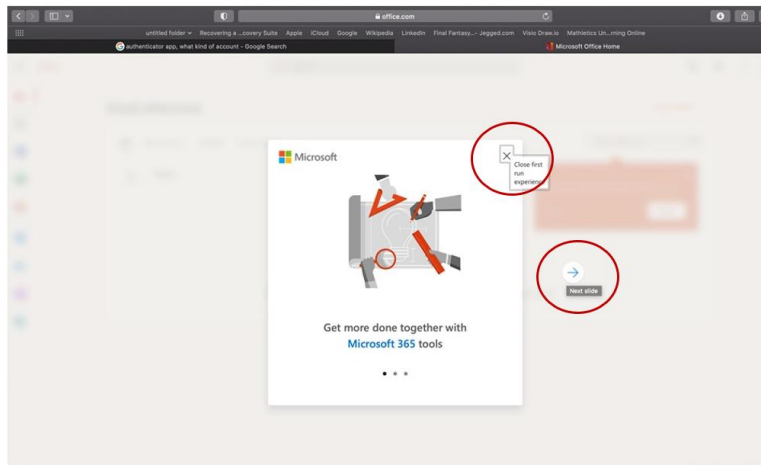
1: First Time You Log in

To access the Volunteer email either Click or copy and paste the link below into your Internet browser.

<https://outlook.office365.com/>

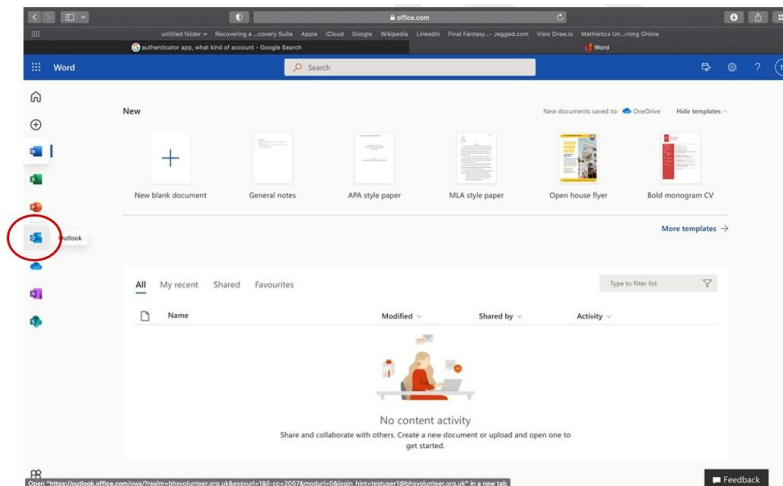
The first time you log in to your BHS Volunteer email account follow the information below else go to 2: Log in to email.

You will be presented a number of screens showing you an overview of Microsoft 365. If you wish to see this overview Click the **arrow** else Click the **X** at the top right of the picture to cancel.



You will then see the screen below, Click **Outlook icon** highlighted with a red circle. This will take you to your BHS Volunteer email inbox.

Note: You should only need to click this the first time you log in.



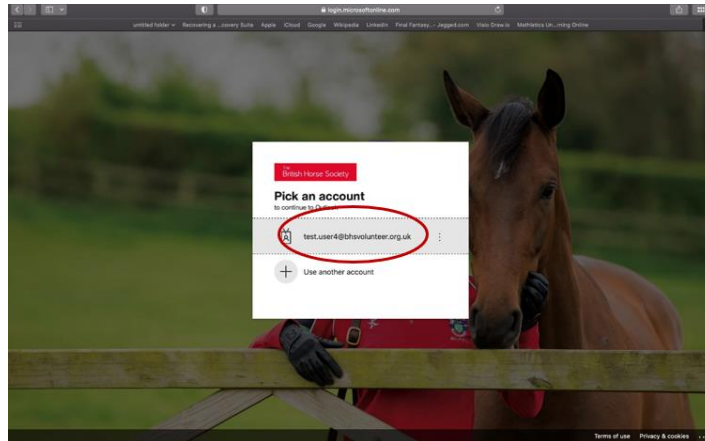
2: Log in to email.

To access the Volunteer email either Click or copy and paste the link below into your Internet browser.

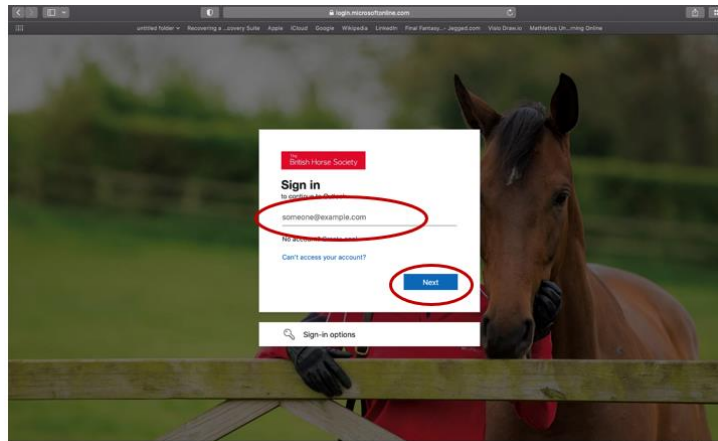
<https://outlook.office365.com/>

You will be presented with one of two possible log in pages.

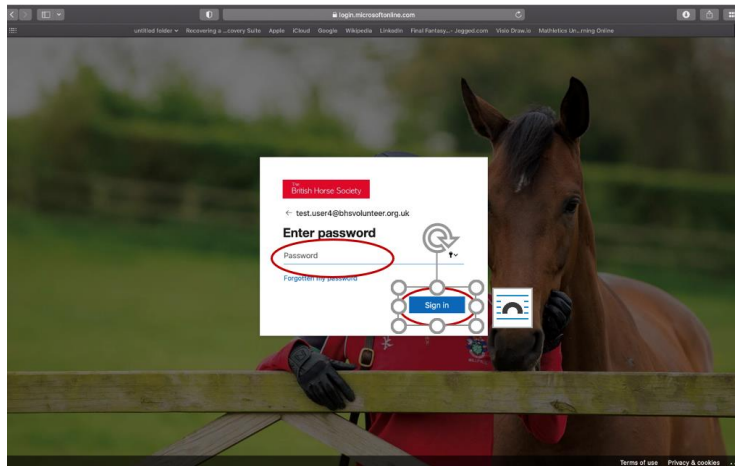
If your device has remembered your email account you will see the page below, click on your BHS email address.



Alternatively, if your device hasn't remembered your email account, you will see the page below. Enter your BHS Volunteer email address in the field provided and Click **next**.

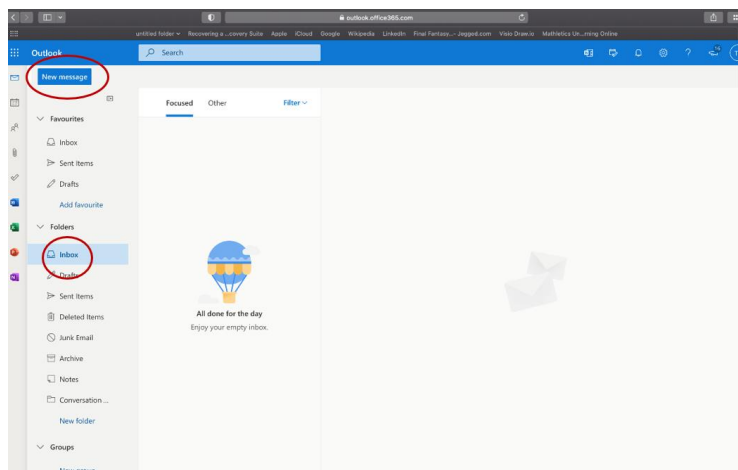


Then you will be asked to enter your password. Enter the password you have set up Click **Sign in**

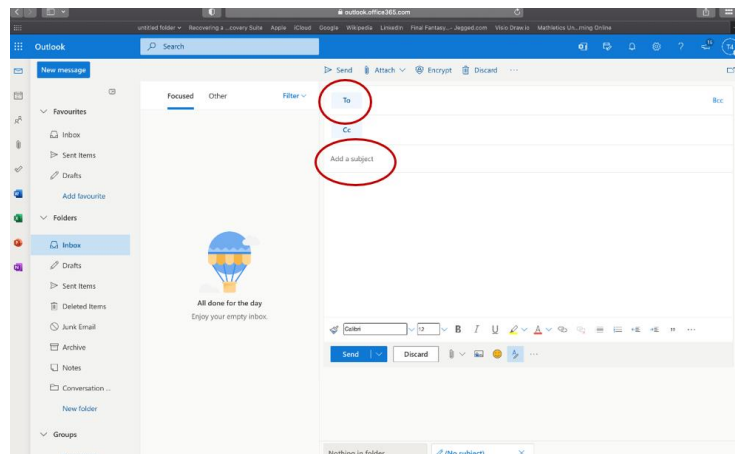


3: Accessing Outlook email

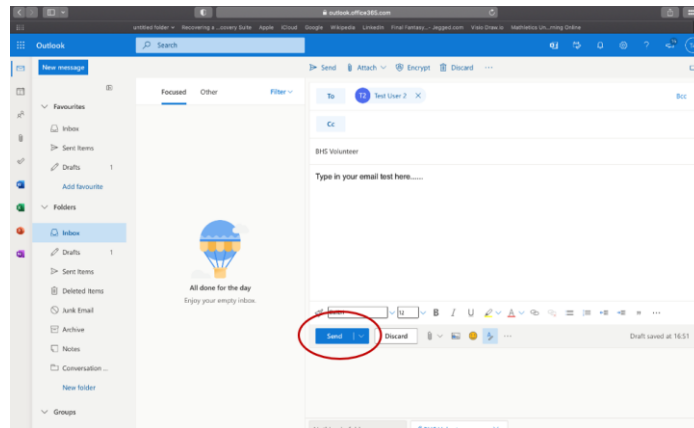
After logging into your BHS Volunteer email account, you will be presented with your Inbox where you will see messages you have been sent. To create a new email message, Click **New Message**.



A window will open up on the page, similar to all other email systems, where you can enter the email address of the person you wish to send an email to along with the subject of the email and the message you wish to convey.

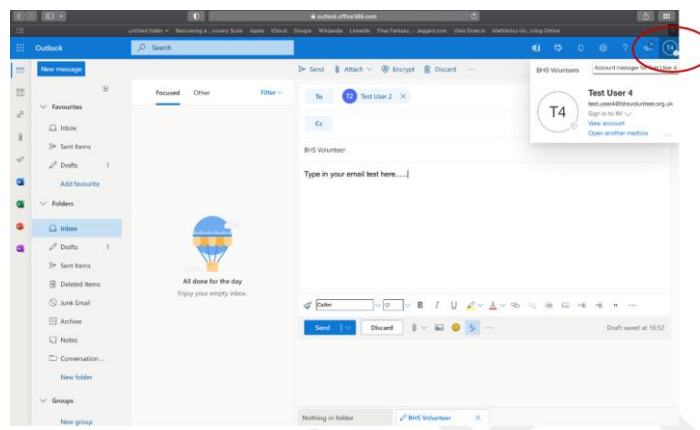


Once you have completed your email Click **Send**.

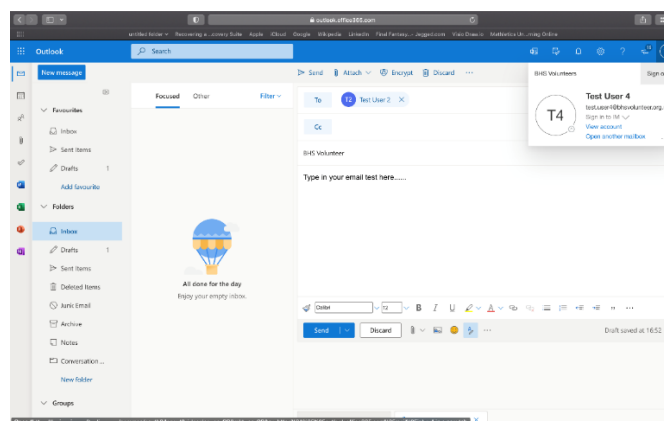


4: Signing out of BHS Volunteer email

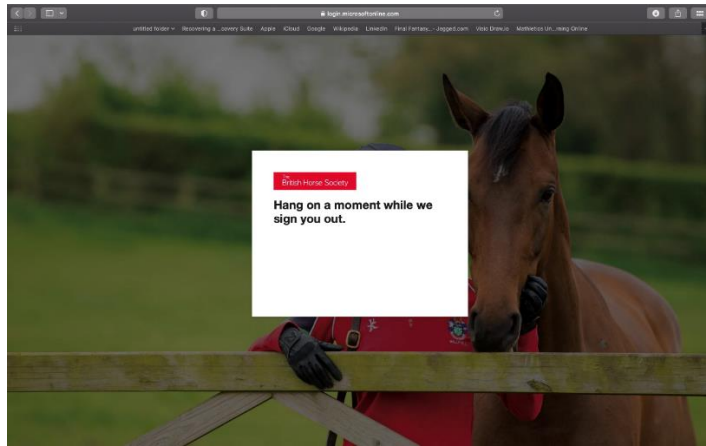
When you have finished and you are ready to sign out. Click the icon in the top right-hand corner



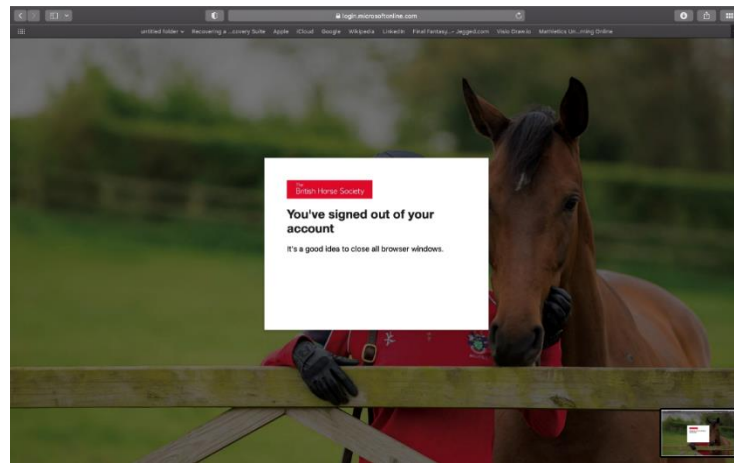
Then Click **Sign out** on the window that appears.



You will then see a screen indicating that you are being signed out of your email account.



Followed by the screen below indicating that your have been signed out of your account.



End Of Document