



Microsoft Outlook is the email platform used in the College.

The **Microsoft Outlook app** will be pre-installed on your sons/wards student device. This is the preferred method for accessing email in the College.

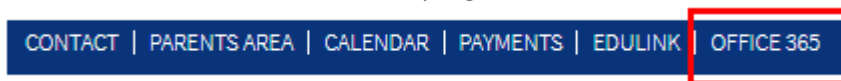
On personal devices, there are two ways to open Outlook;

#### **Go direct to Outlook 365**

- (a) Type **outlook.office.com** in a browser address bar and click Enter.
- (b) Under 'Sign in' enter in the student email address.
- (c) On the next screen enter the student password.
- (d) Click the Sign in button.

#### **Go via the College website:**

- (a) Blackrock College website link: [www.blackrockcollege.com](http://www.blackrockcollege.com)
- (b) Click on the **Office365** link on the top-right menu bar.



- (c) Under 'Sign in' enter in the student email address.
- (d) On the next screen enter the student password.
- (e) Click the Sign in button.
- (f) Office 365 will open.
- (g) Click on the Outlook icon.