

## Accessing College Email

### Go to Microsoft Office Site

#### Step 1:

Open an internet browser, such as Chrome or Edge.

The icon for Chrome looks like:



The icon for Edge looks like:



This guide will use Chrome as an example.

#### Step 2:

In the browser window type [www.office.com](http://www.office.com) into the address bar at the top of the page.



Press the **Enter** on your keyboard.

A log in page will open.

## Log in to College Email

### Step 1:

On the log in page, type your college email address. This is your student number followed by @ayrshire.ac.uk, for example:

**A0123456@ayrshire.ac.uk.**

Click **Sign in** or **Next**

### Step 2:

On the next page, type your password.

Enter password

.....|

[Forgot my password](#)

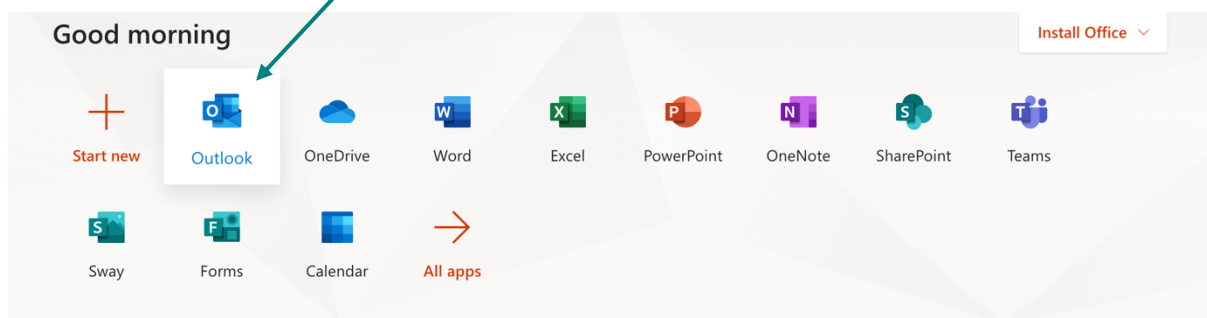
Sign in

Click **Sign in**

If you aren't sure what your password is, please follow our **Set Up Your Password** or **Reset Your Password** guides to find out how to create or reset your password.

### Step 3:

To open your email, click on the **Outlook** icon



Your email inbox will now open.