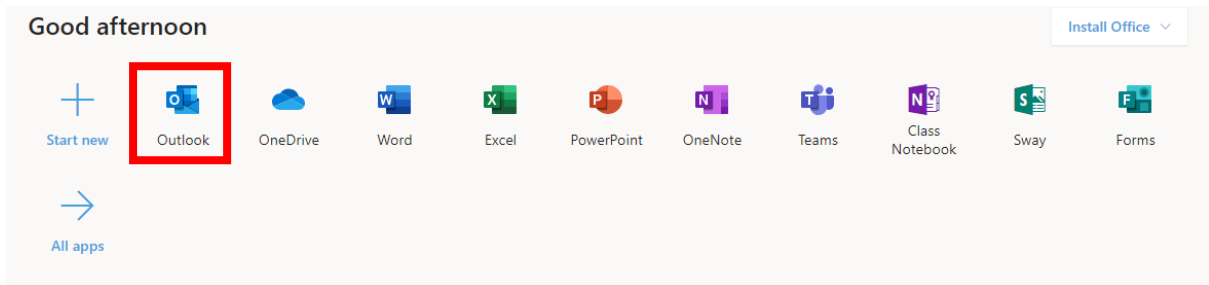
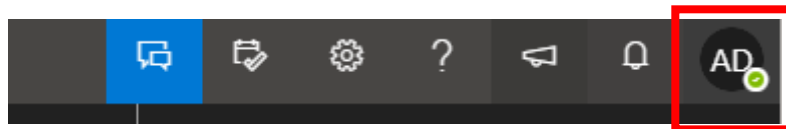


Opening another mailbox

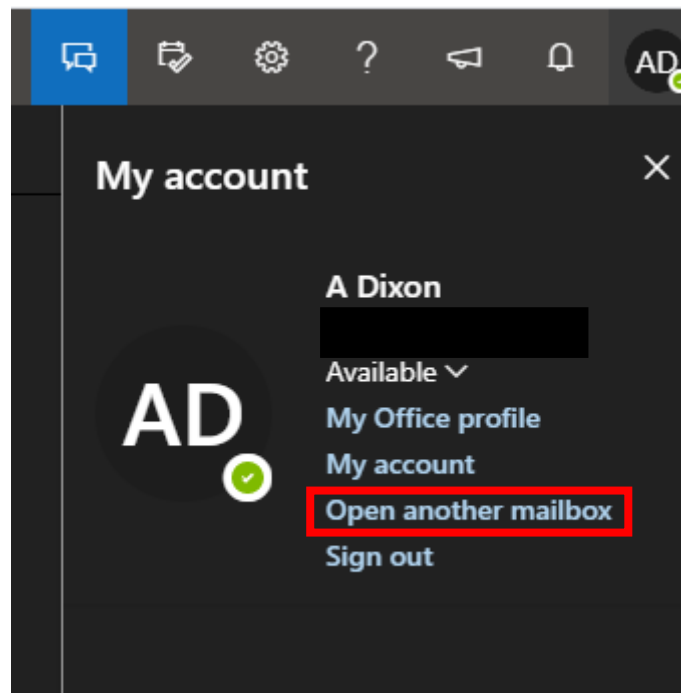
1. Go to portal.office.com
2. Log in with your school username and password (this is the same as your computer password).
3. Click on Outlook to open your mailbox.



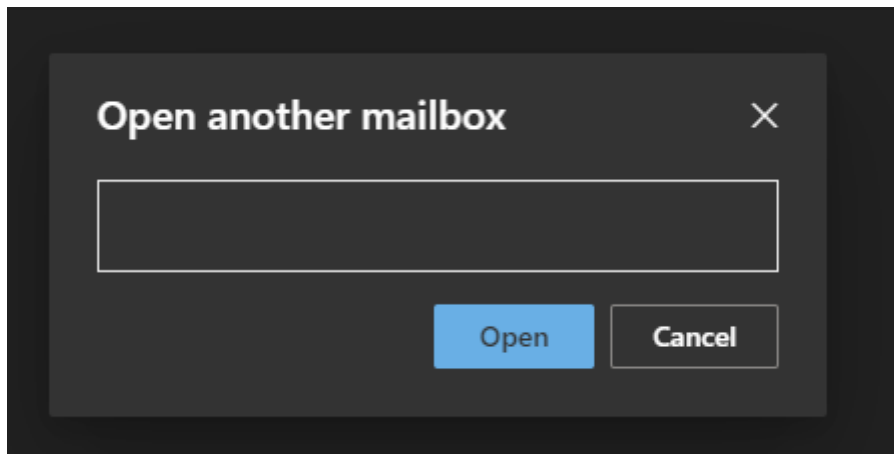
4. Click on your initials on the top right-hand corner of the webpage.



5. Click on "Open another mailbox".



6. Type in the email address of the mailbox you wish to open. Then click “Open”.



7. The mailbox will open in a new tab and will display all emails within the mailbox.