

# User Guide:

# **Accessing Outlook (Email) on Google Chrome in Windows 10**



**Windows 10** is an operating system developed by Microsoft. An operating system is the main software on computers that allows all other software to function. Other operating systems include Mac OS X (Apple computers) and iOS (iPhone/iPad).



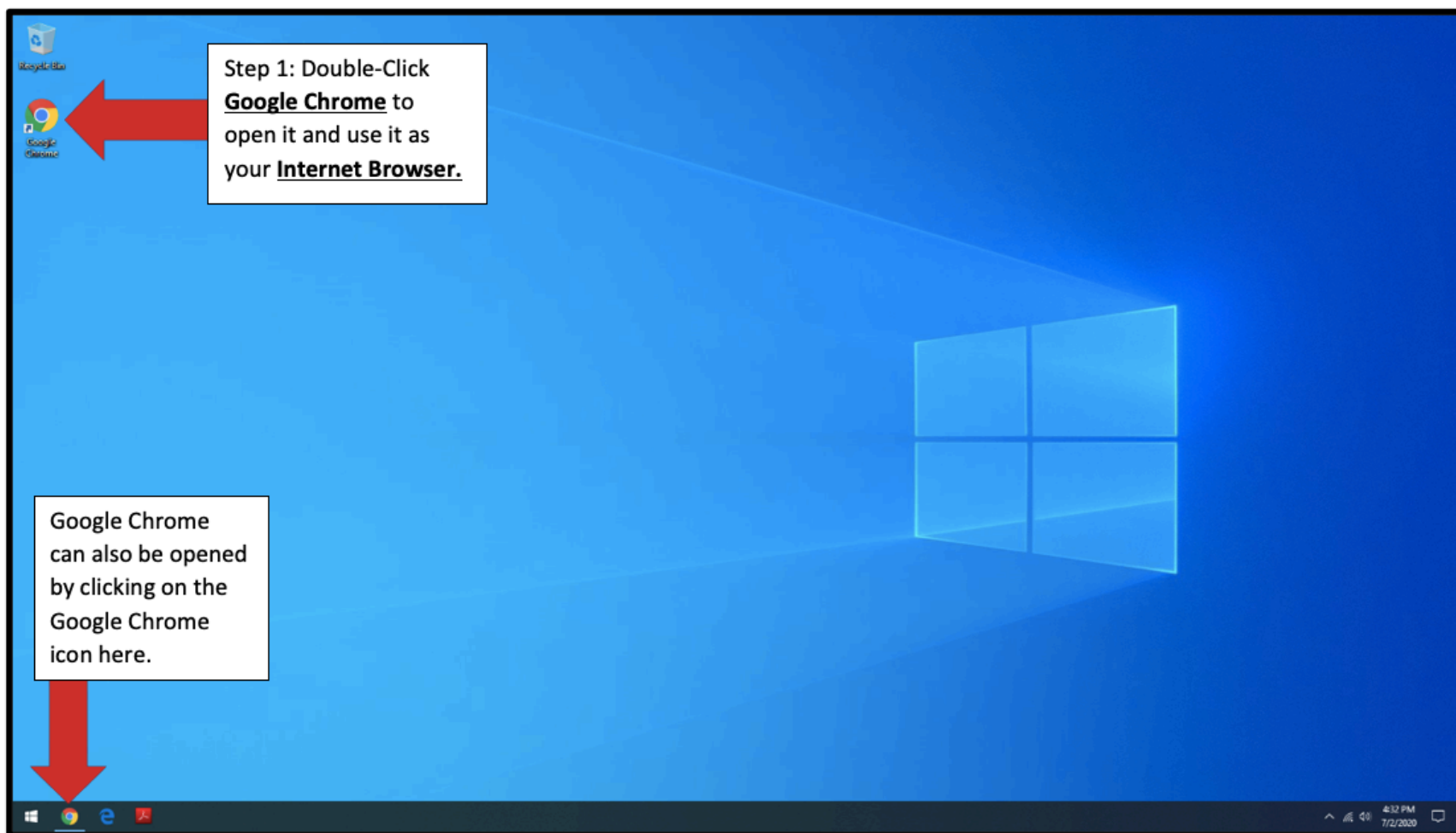
**Google Chrome** is a “web browser” created by Google. A web browser, also called an “internet browser,” is a software application for accessing websites, and web pages within websites, on the World Wide Web, or internet. Other web browsers include Safari (Apple) and Microsoft Edge.

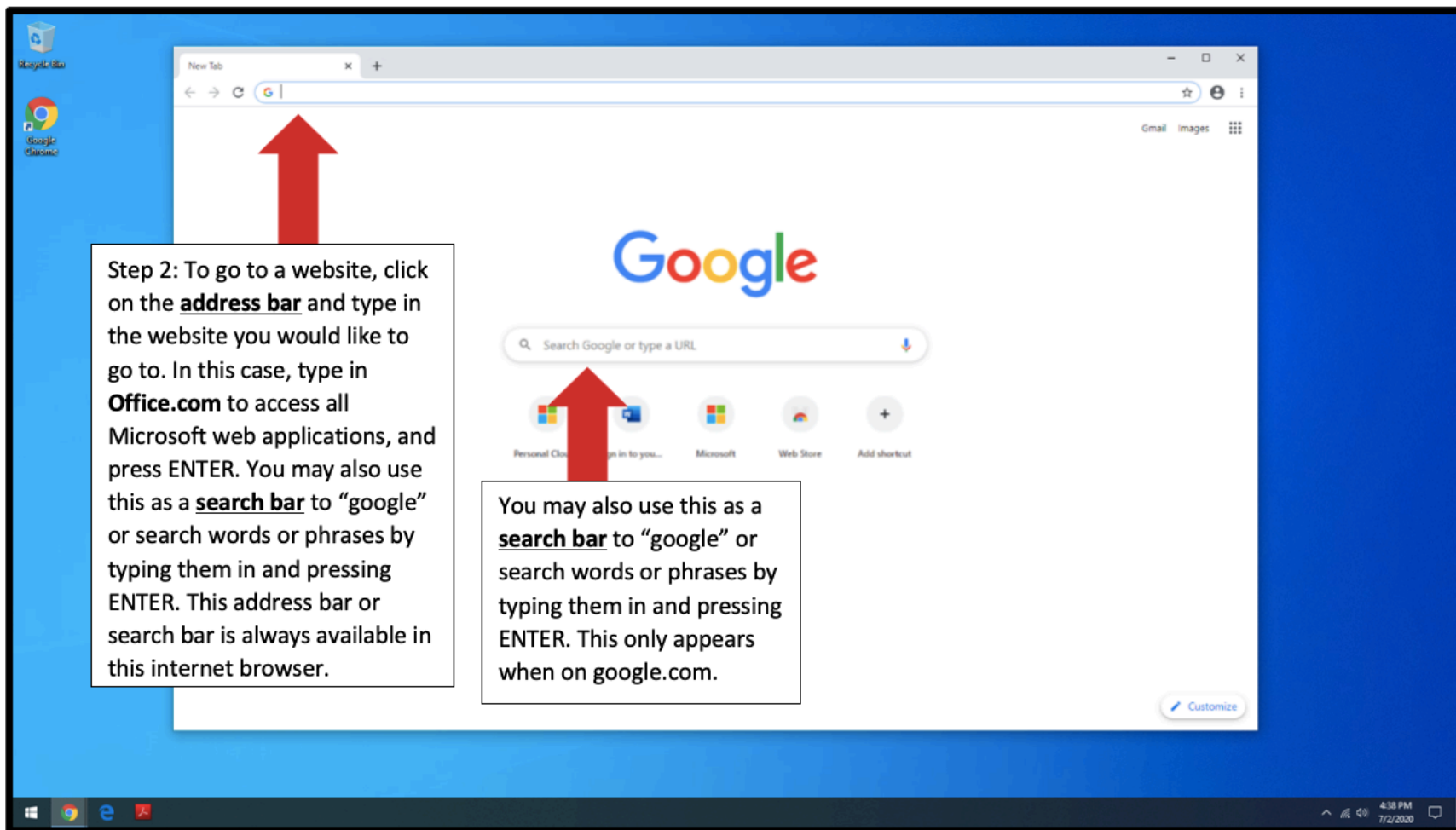


**Microsoft 365** is a group of applications, and web applications, created by Microsoft. An application, or application software, is a program or group of programs designed to fulfill a particular purpose. Microsoft 365 includes Word (documents), Excel (spreadsheets), PowerPoint (slides), Outlook (email), and more. Web applications function on web browsers.

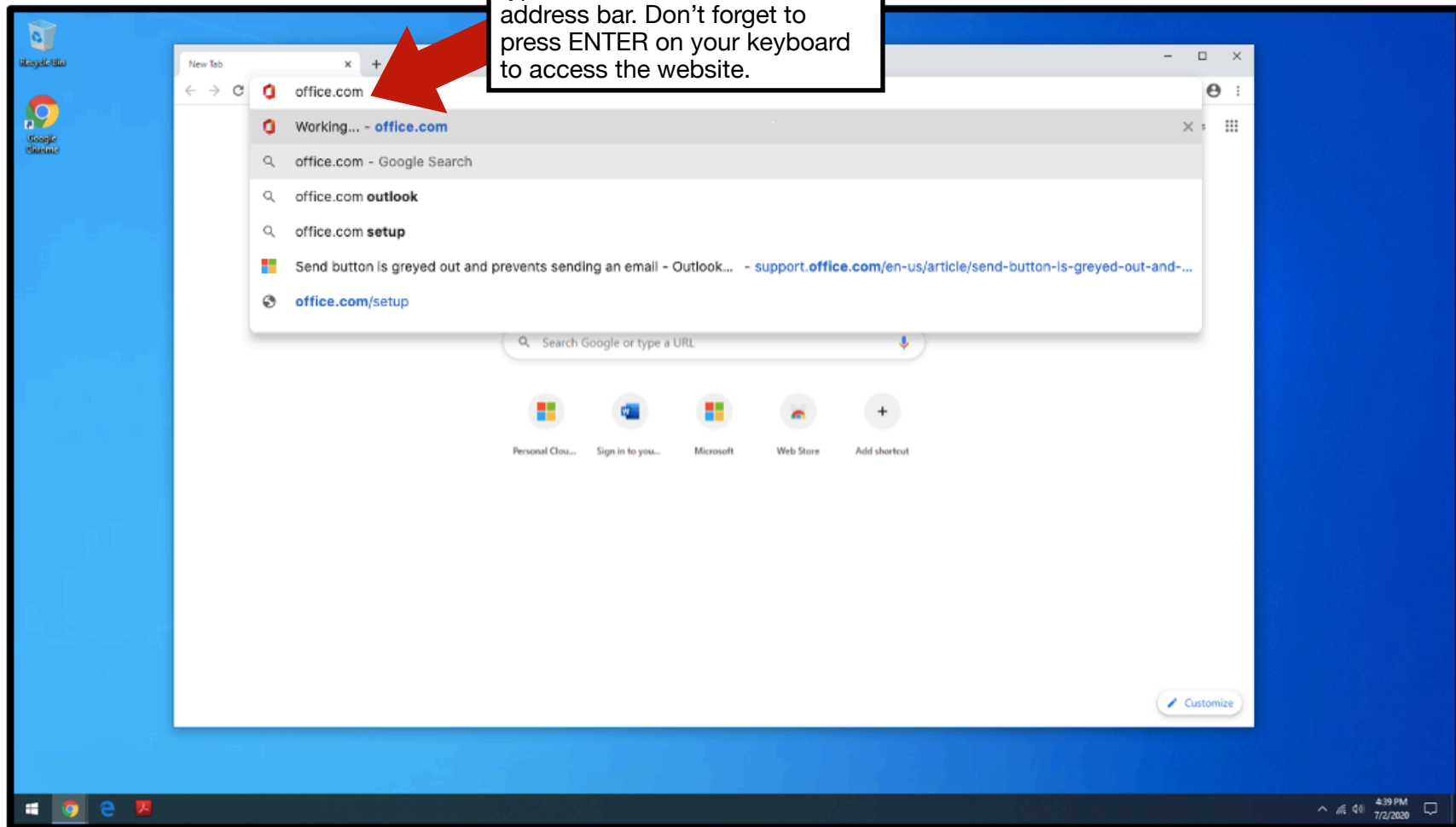


**Outlook**, also called Microsoft Outlook, is a software application that primarily functions to facilitate email communications, but also provides calendar, contact, and other functionality. This application can be used as a downloaded application on a computer or mobile device, or as a web application on a web browser.





It will look like this when you type in **office.com** into the address bar. Don't forget to press ENTER on your keyboard to access the website.



The screenshot shows a Windows desktop with a blue background. On the left, there are icons for Microsoft Edge and Google Chrome. The main window is a web browser displaying the Microsoft Office 365 login page. The browser's address bar shows 'office.com'. The page has a white header with the Microsoft logo, 'Office' link, and navigation menus. A blue banner below the header says 'Hello, Aileen. Welcome back.' and includes a 'Sign in' button. A red arrow points to the 'Sign in' button in the top right corner of the page, with a text box stating: 'Step 3: Click on this icon (outline of person in circle) to **sign into Microsoft 365**. Do not click the one above to sign into Google.' Another red arrow points to the 'Sign in' button in the top right corner of the browser window, with a text box stating: 'NOT THIS ONE!'. The Windows taskbar at the bottom shows the Start button, task view, and several application icons. The system tray on the right shows the time as 4:56 PM on 7/2/2020.

Office 365 Login | Microsoft Office | office.com

The new browser recommended by Microsoft is here  
Get speed, security and privacy with the new Microsoft Edge  
No thanks Download now

Microsoft | Office Products Resources Templates Support My account Buy now All Microsoft Sign in

Remote Learning in education. Learn more >

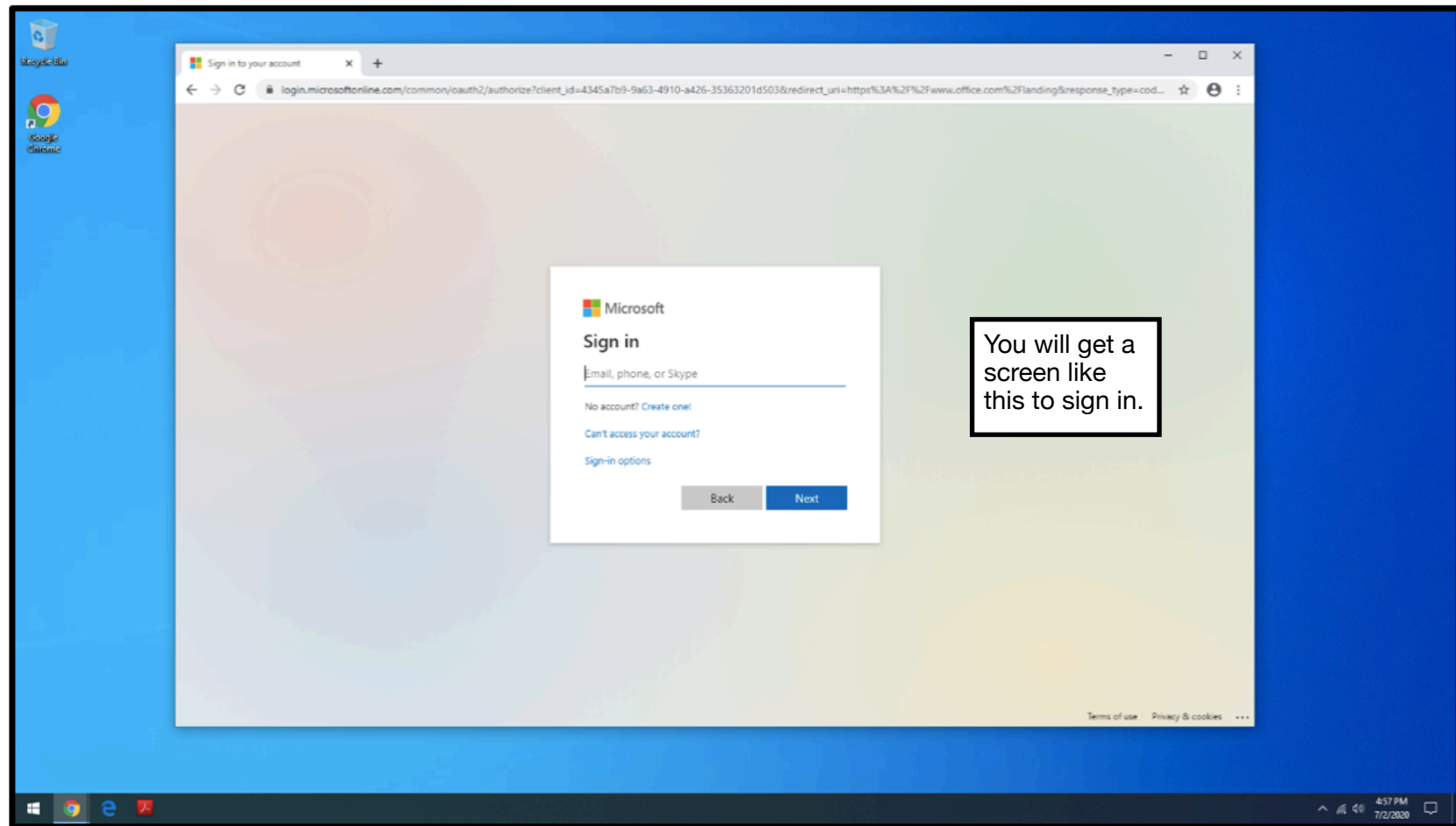
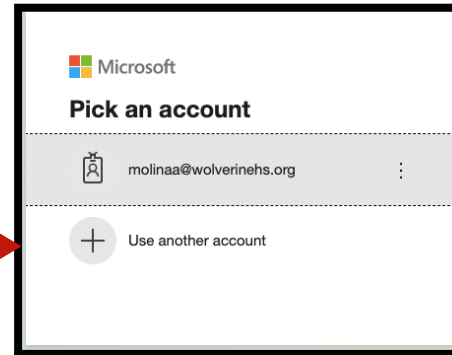
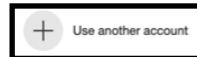
Hello, Aileen. Welcome back.  
Sign in as molinaa@wolverinehs.org  
Sign in  
Switch to a different account  
Not Aileen? Forget this account

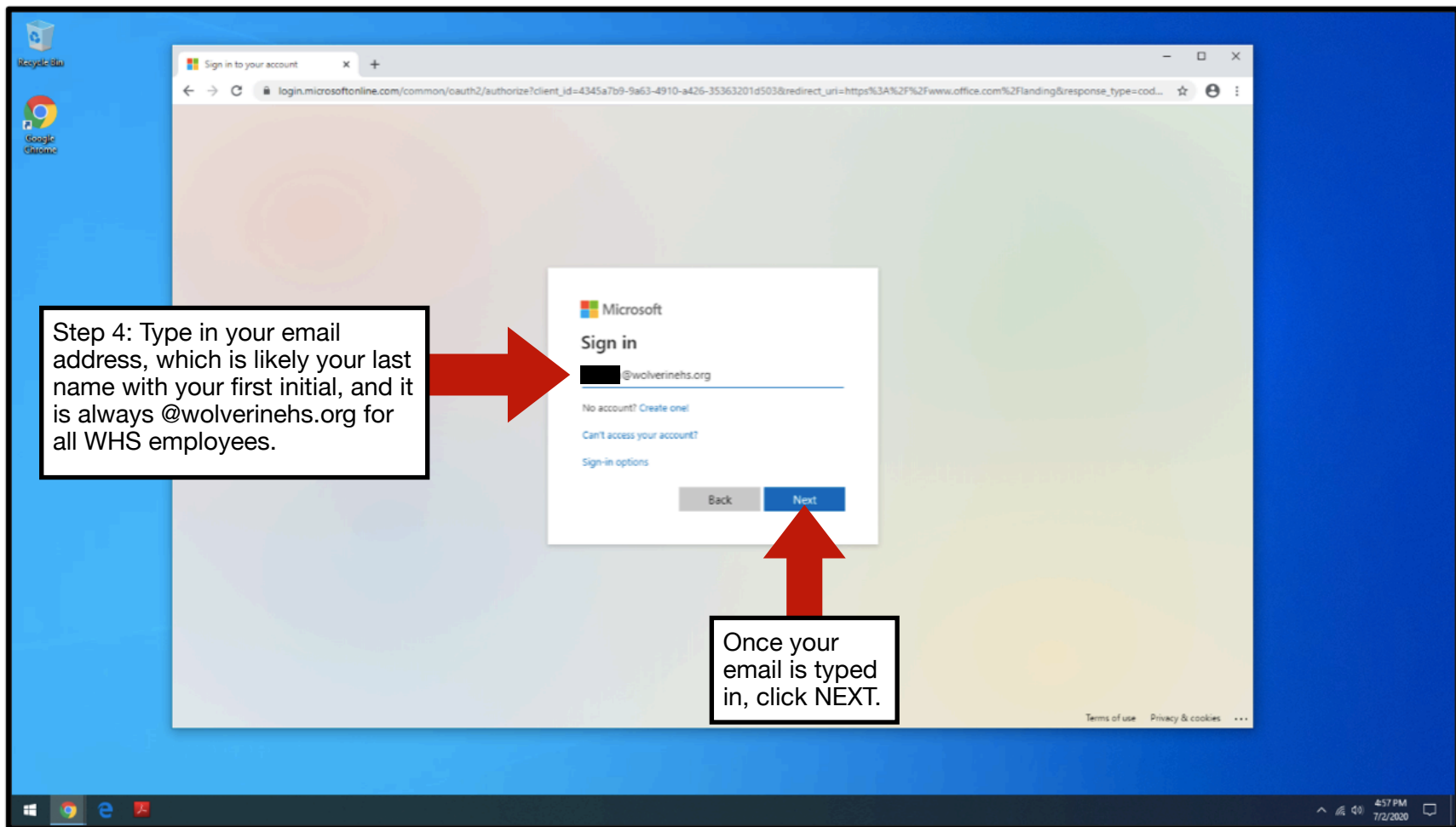
Follow Office in f t i

Microsoft Store Education Enterprise Developer Company

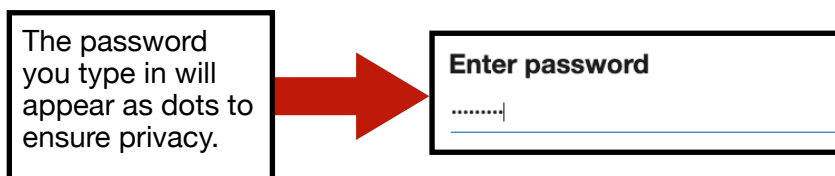
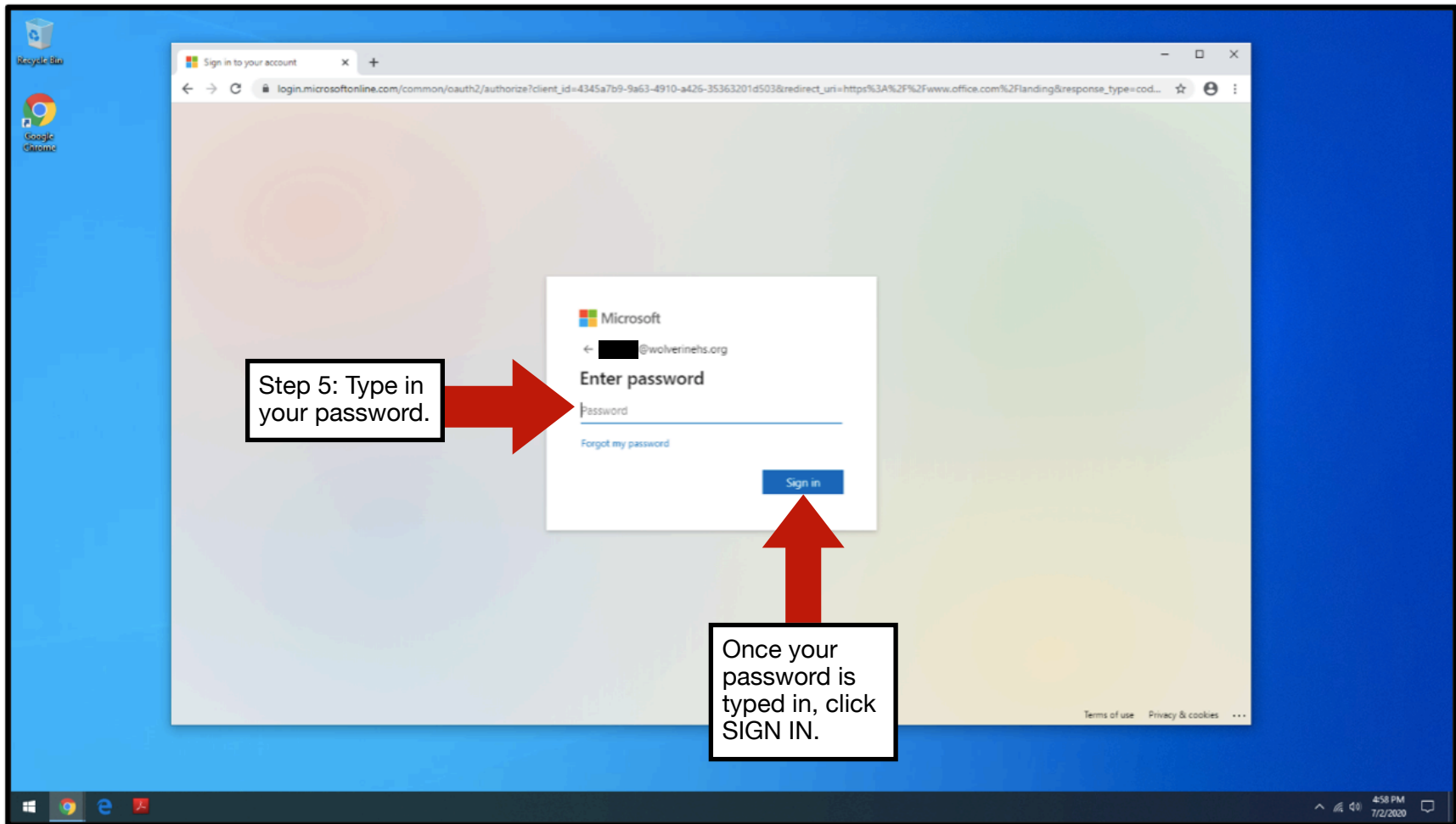
4:56 PM 7/2/2020

If you get a screen showing this at first, click on “Use another account”:

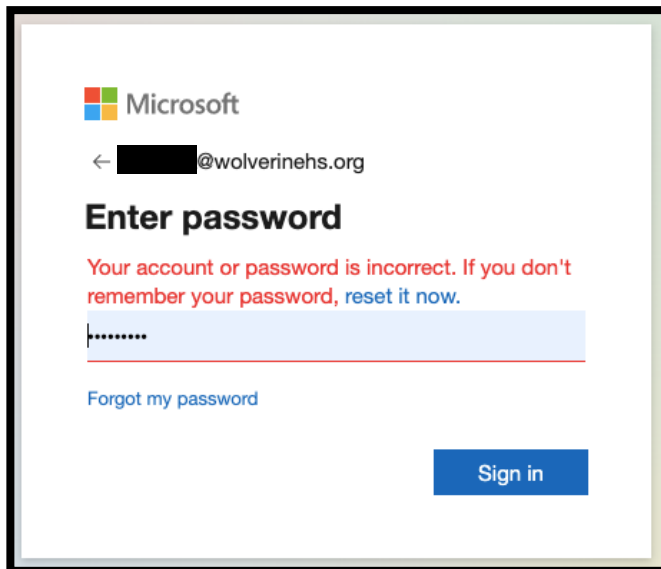








# Additional prompts may appear...



Microsoft

← [redacted]@wolverinehs.org

**Enter password**

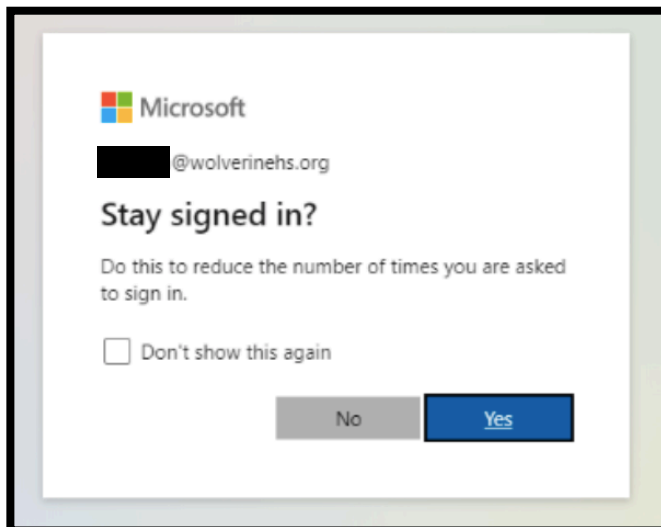
Your account or password is incorrect. If you don't remember your password, [reset it now](#).

.....

[Forgot my password](#)

**Sign in**

If you get a screen showing this and realize you do not know your password, ask your supervisor, or call BlueRock Technologies at 248-786-6100, and press 1.



Microsoft

[redacted]@wolverinehs.org

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

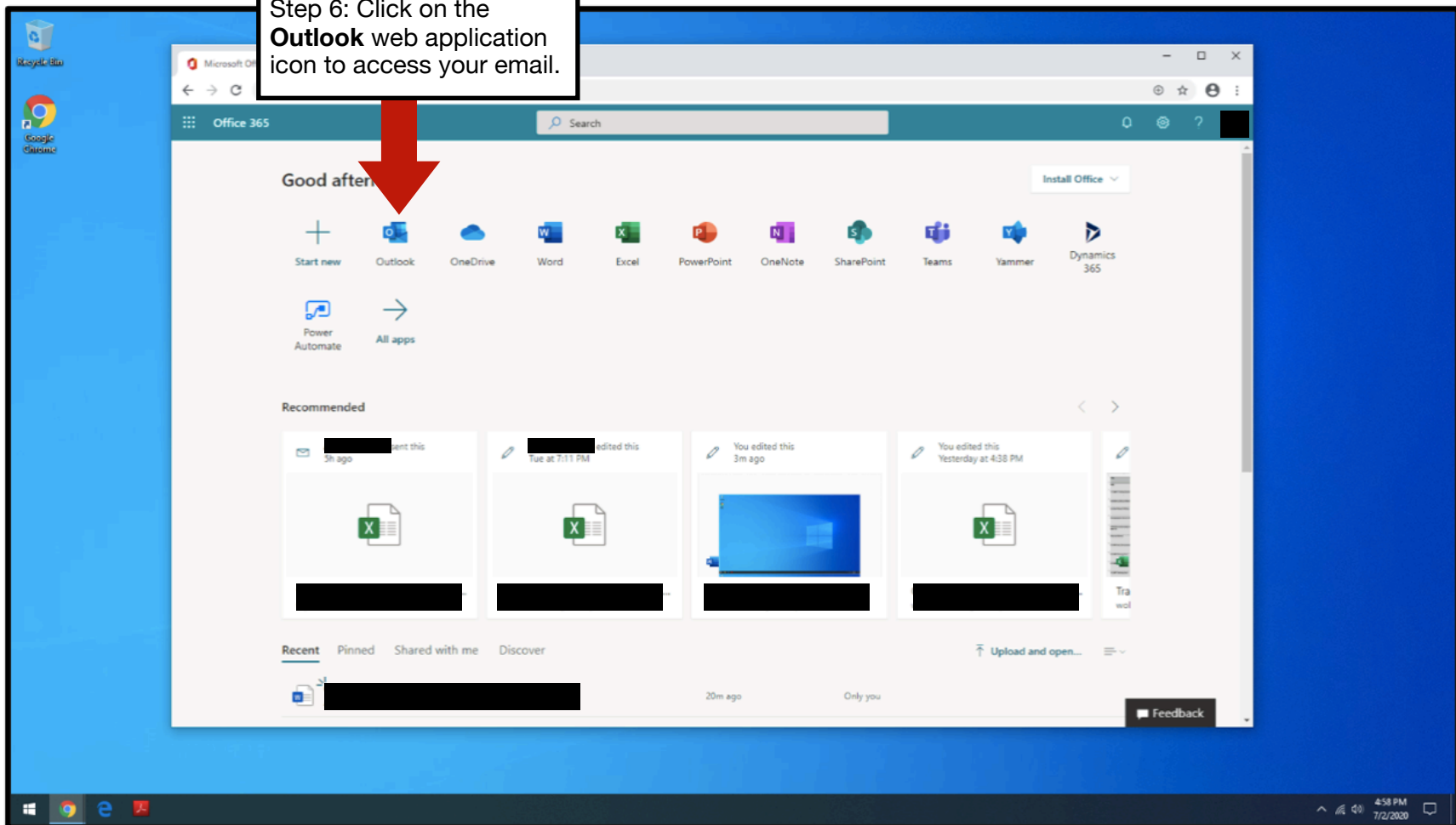
**No** **Yes**

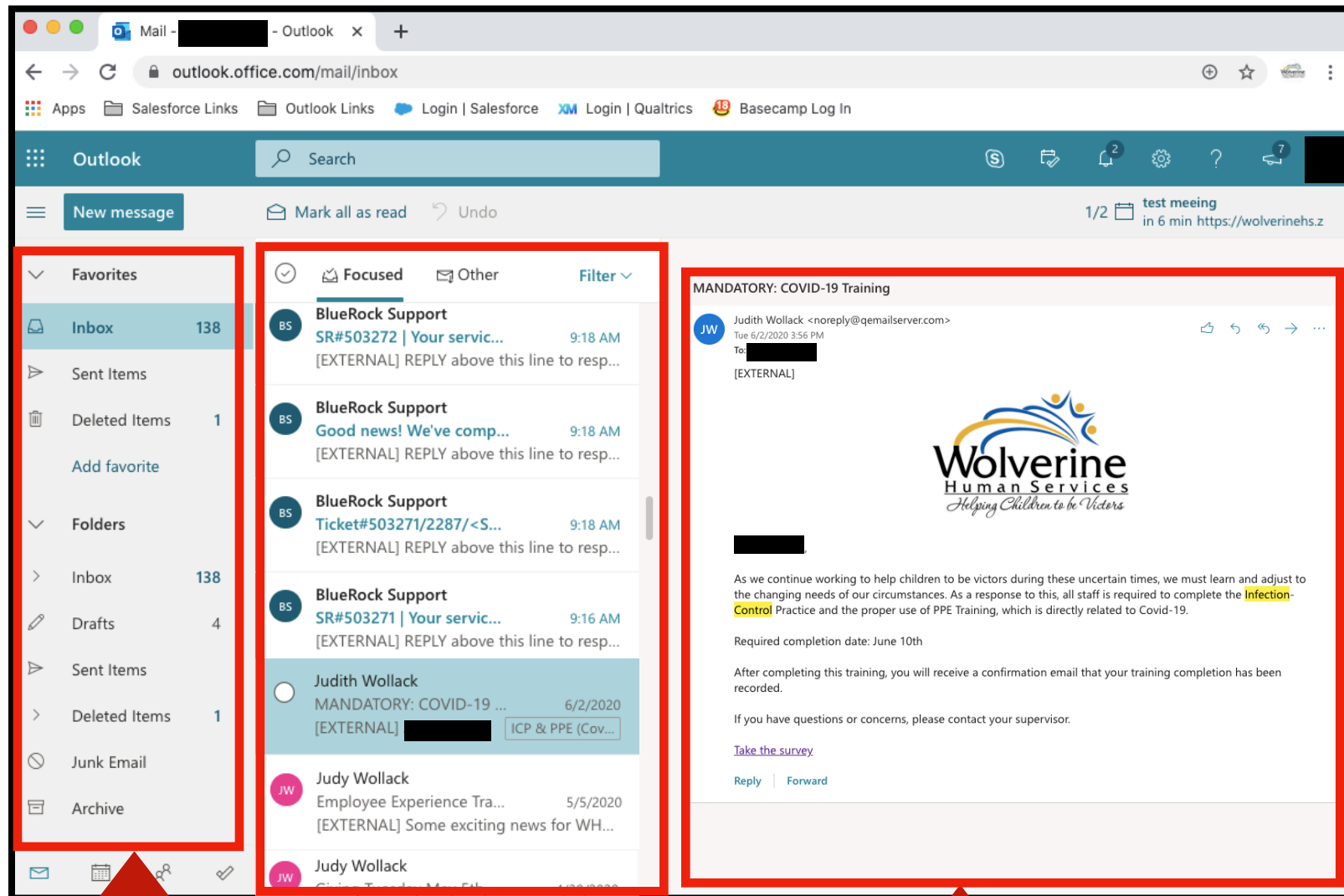
If you get a screen asking this after signing in, click on "No" in grey:

No

You are now logged into **Microsoft 365** and have access to all of the web applications that appear below.

Step 6: Click on the **Outlook** web application icon to access your email.





**E-Mailboxes Column:**  
Click on "Inbox" to view the emails you have received.

**E-Mail Preview Column:**  
Click on the email preview to view the full email message.

**Full E-Mail Message View:**  
Read your emails here.