Accessing Email
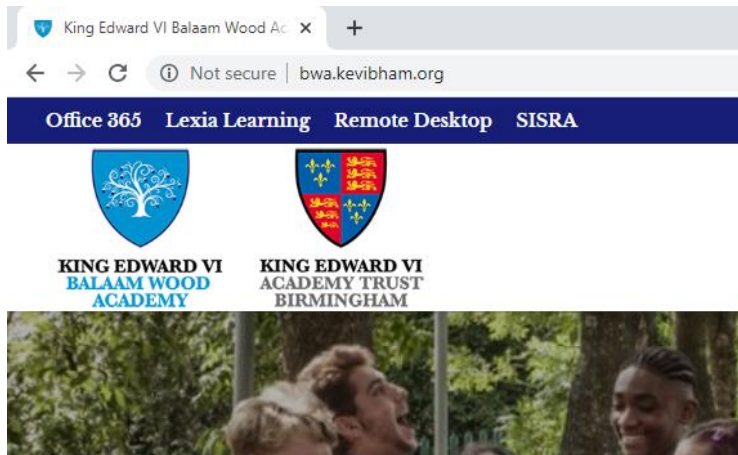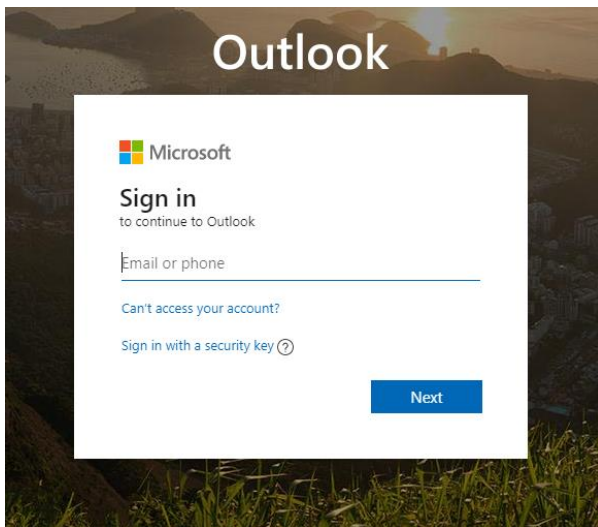
1. Login to your email by either typing (mail.office365.com) into the browser or going to the school website (bwa.kevibham.org) then click Office 365 in the top left-hand corner.

2. Enter your school email address and password into the fields as requested.

3. This will open your Outlook inbox, if this is the first time opening your inbox you will be asked to select the county and time zone.