

Accessing your emails

# Firstly, type into google 'Hotmail'

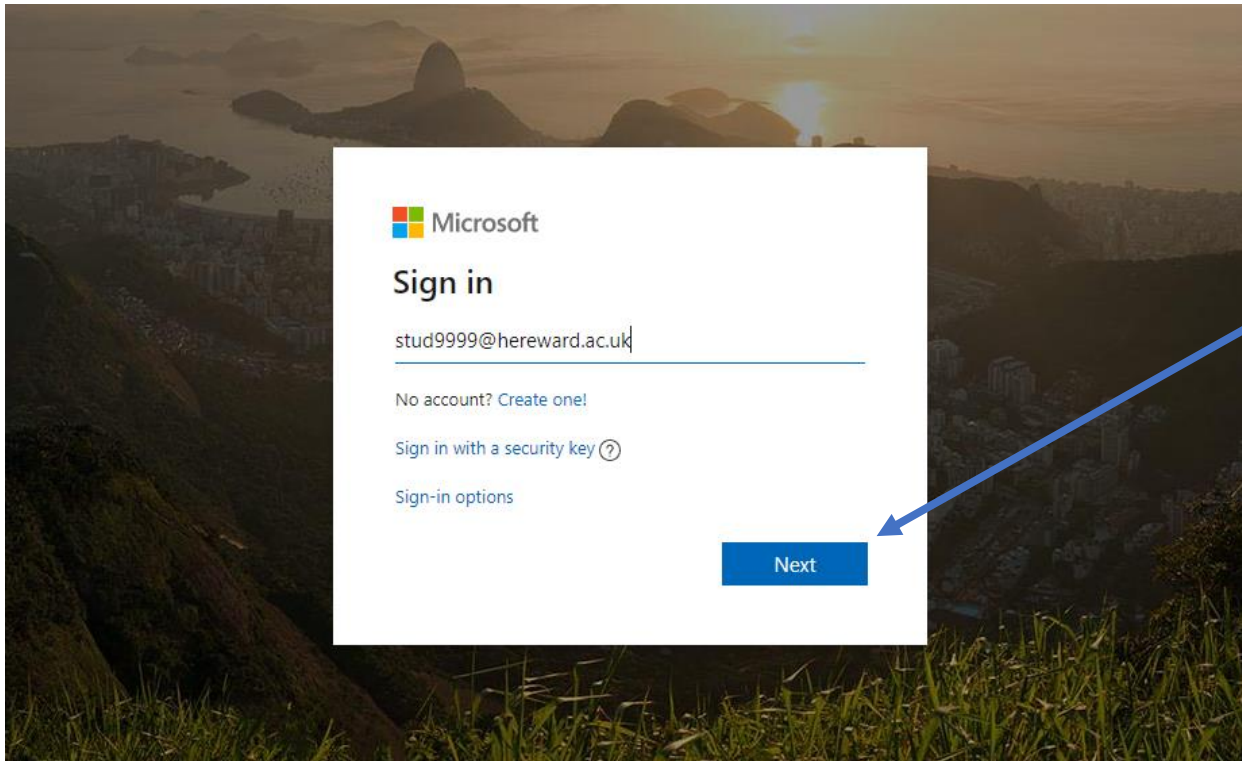
The screenshot shows a Google search for 'hotmail'. The search bar contains 'hotmail' and the search button is visible. Below the search bar, there are navigation links for All, News, Shopping, Videos, Images, More, Settings, and Tools. The search results show 'About 354,000,000 results (0.48 seconds)'. A privacy reminder from Google is displayed at the top of the results. The first search result is for 'Outlook.com' from 'outlook.live.com'. The result title is 'Outlook – free personal email and calendar from Microsoft' and the description says 'Get free Outlook email and calendar, plus Office Online apps like Word, Excel and PowerPoint. Sign in to access your Outlook, Hotmail or Live email account.' Below the title is a link to 'Microsoft account'. A blue oval highlights the title and description, and a blue arrow points from the text 'Click on the first link' to the title. The second search result is for 'Outlook.com - Microsoft' from 'go.microsoft.com', with the note 'No information is available for this page. Learn why'. The third search result is for 'MSN UK: Latest news, weather, Hotmail sign in, Outlook email ...' from 'www.msn.com', with the note 'Read today's top stories news, weather, sport, entertainment, lifestyle, money, cars and more, all expertly curated from across top UK and global news providers.'

Click on the first link

The preview shows the Outlook.com website. At the top, there is a blue header with the Outlook logo and navigation links for 'Hotmail' and 'Outlook'. Below the header, there is a search bar and a grid of icons for various services. The main content area features the Outlook logo and a description: 'Outlook.com is a web-based suite of webmail, contacts, tasks, and calendaring services from Microsoft. Wikipedia'. Below the description, there are statistics: 'Users: 400 million', 'Date launched: 31 July 2012', 'Content license: Proprietary software', 'Available in: 106 languages', and 'Owner: Microsoft Corporation'. At the bottom, there is a section for 'People also search for' with icons for Gmail, OneDrive, Yahoo!, MSN, and Microsoft Corporation.

Feedback

Enter your password, which will be your stud number and then add @hereward.ac.uk at the end



Then click on sign in

Enter the password you use to log onto the computer and click the 'sign in' button.



You will get a notice like this... For privacy reasons click 'no'



To create a new email, click on 'new message', which is located just above the 'inbox' button.

