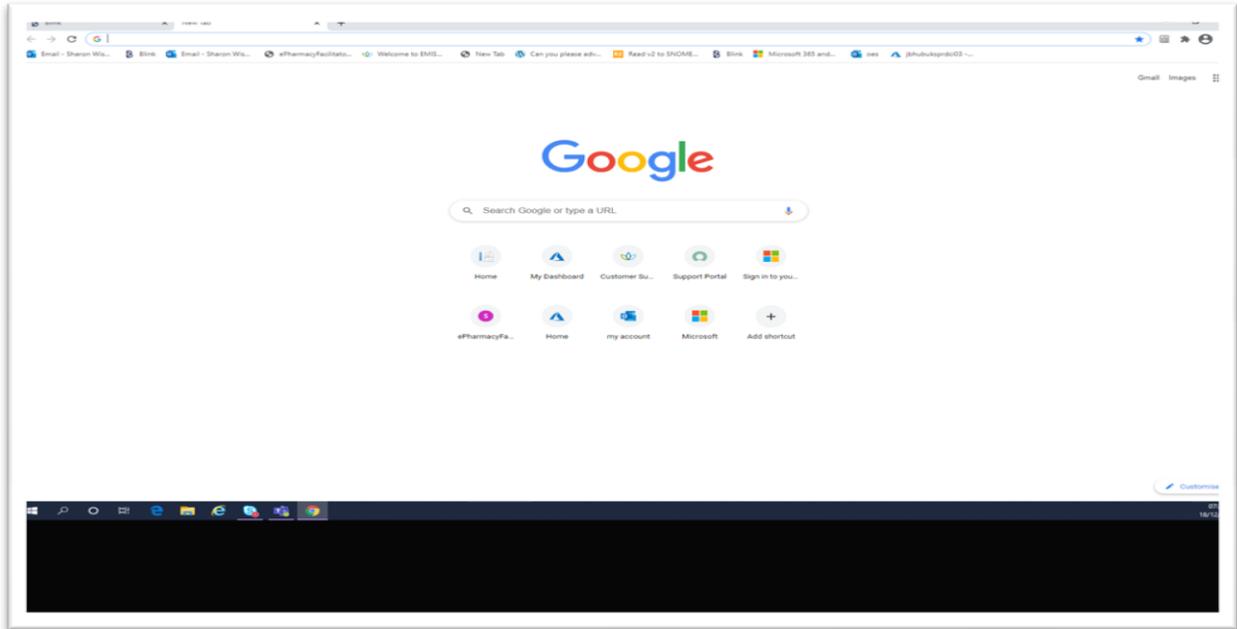
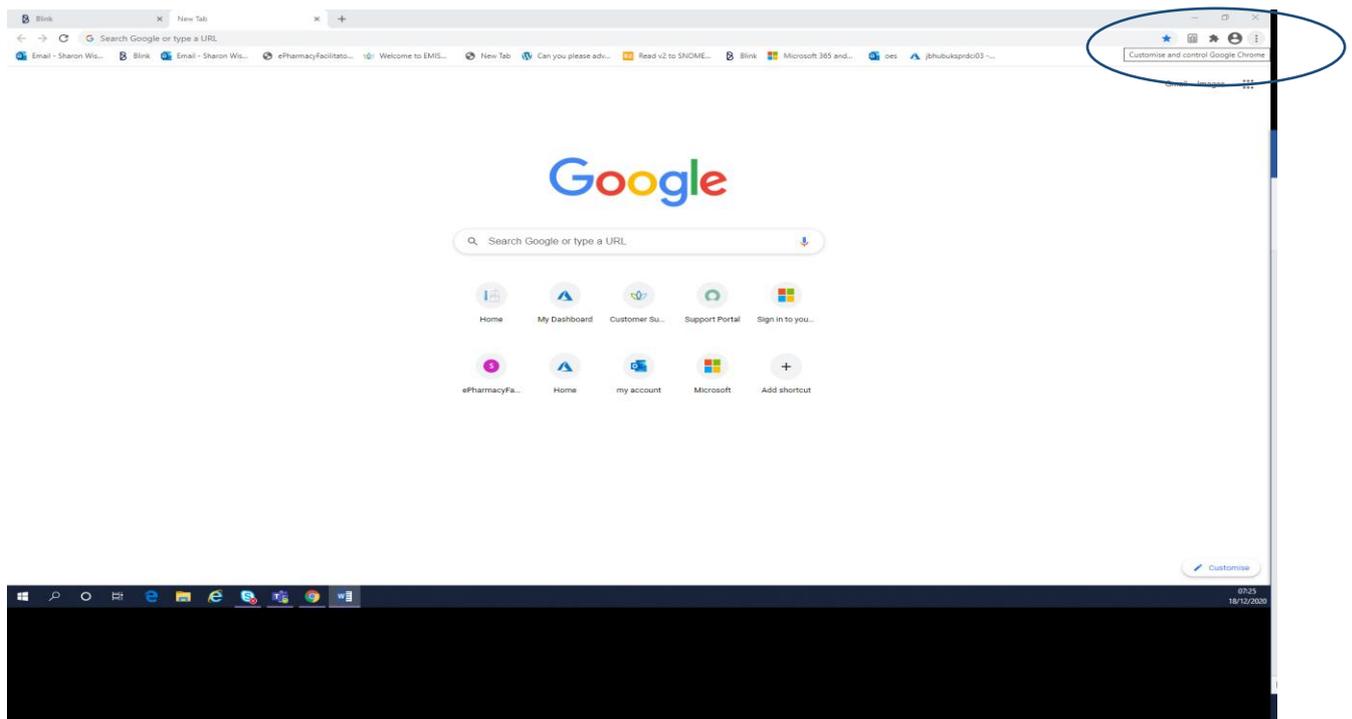


## ACCESSING OUTLOOK ONLINE WITH INCOGNITO WINDOW

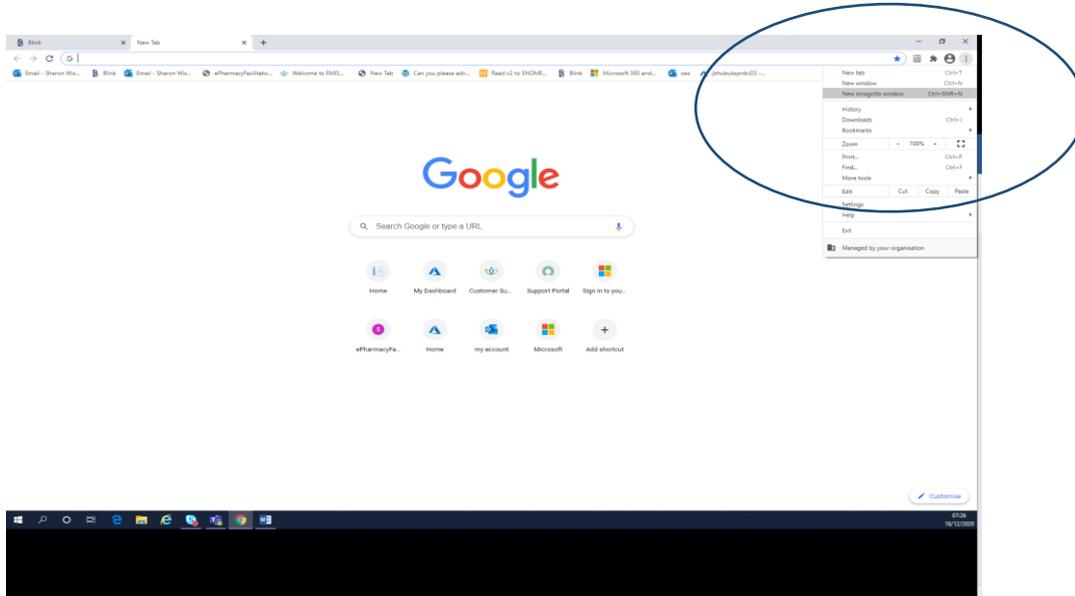
Open Up Google Chrome



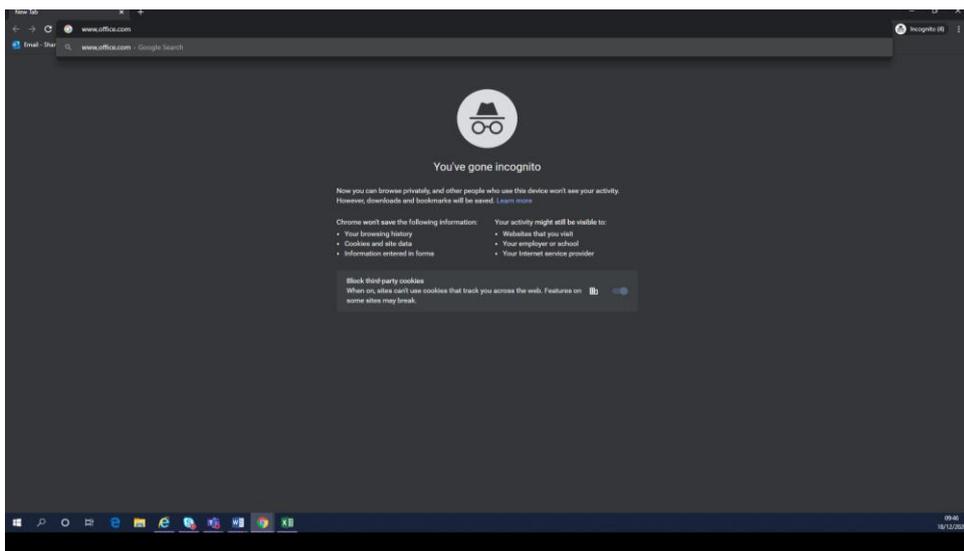
Go to right hand side to 3 dots an click on them



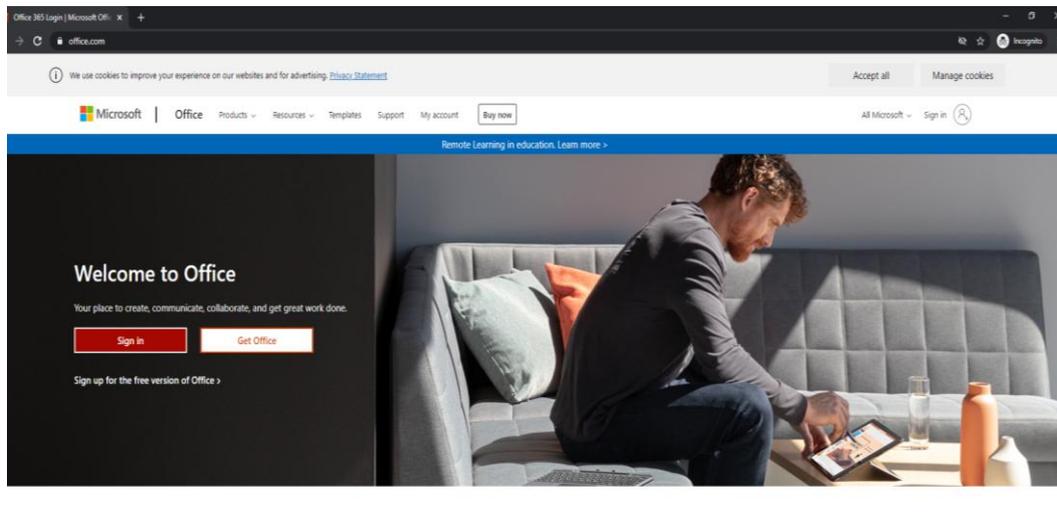
Open incognito window



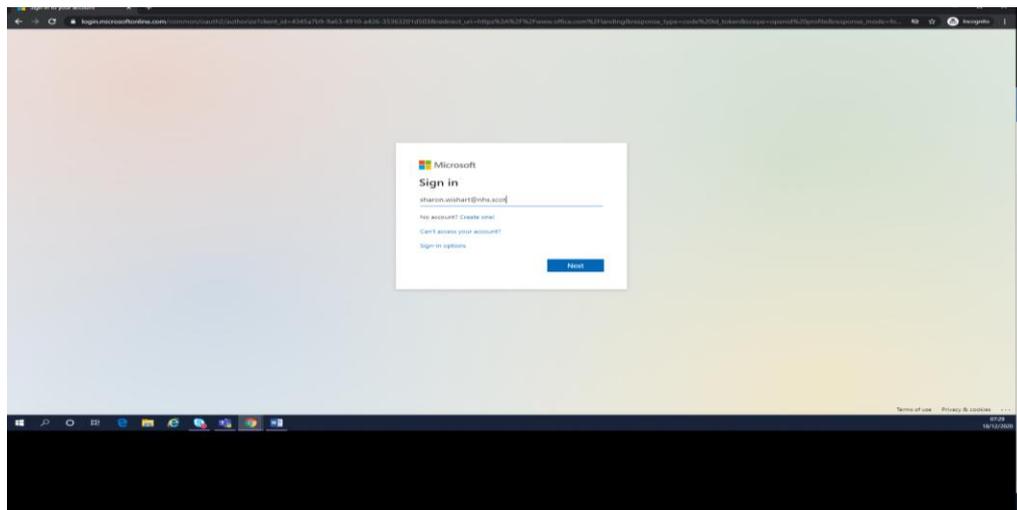
In new window url type in www.office.com



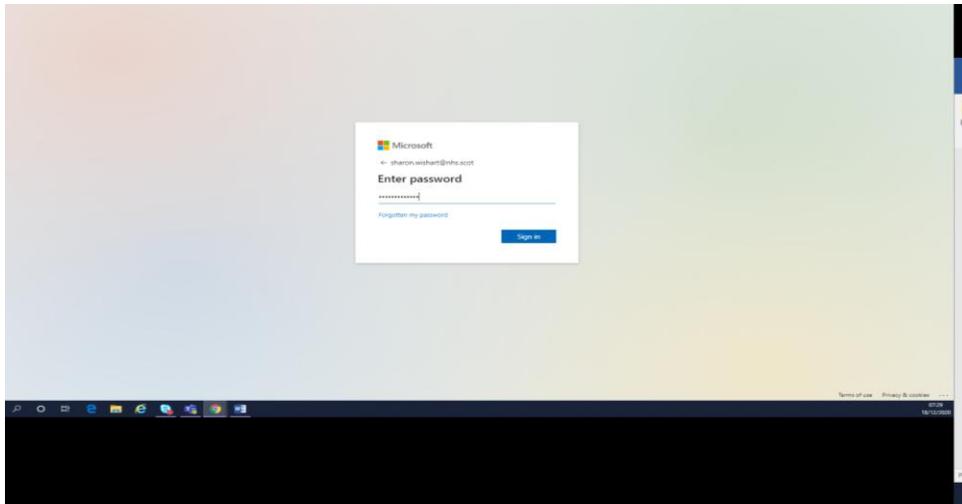
Select sign In



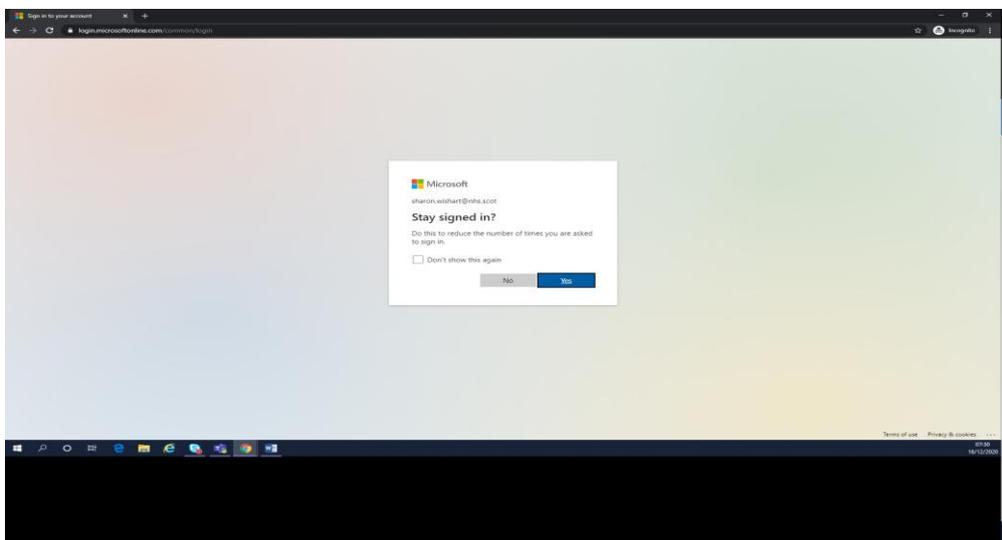
Enter your new email address select next



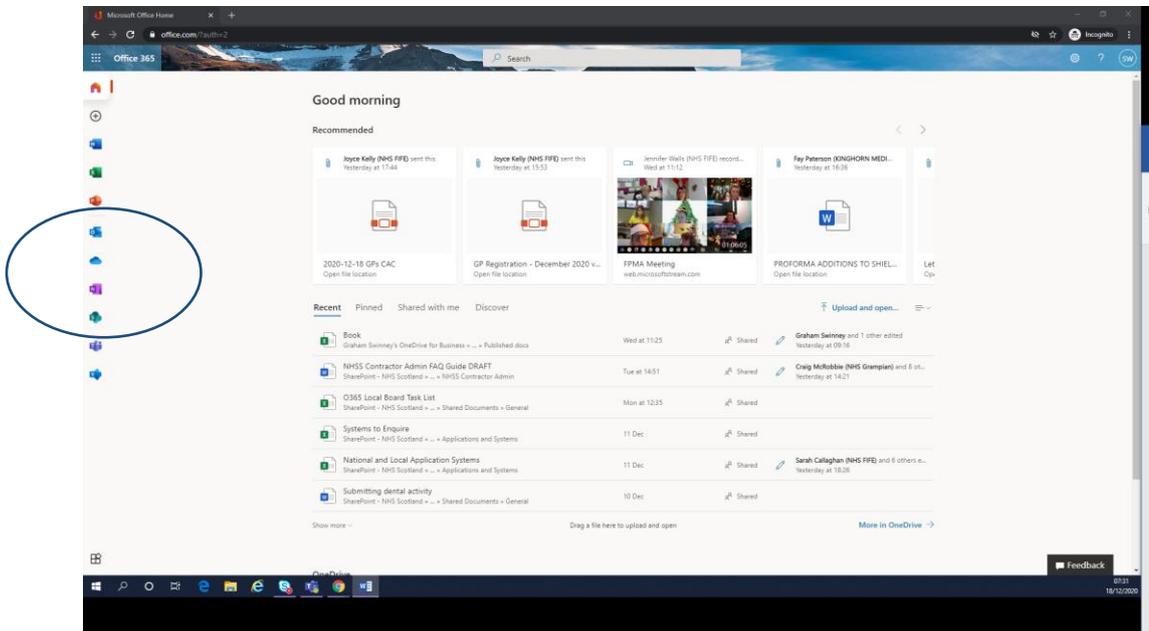
Enter password for your email address select next



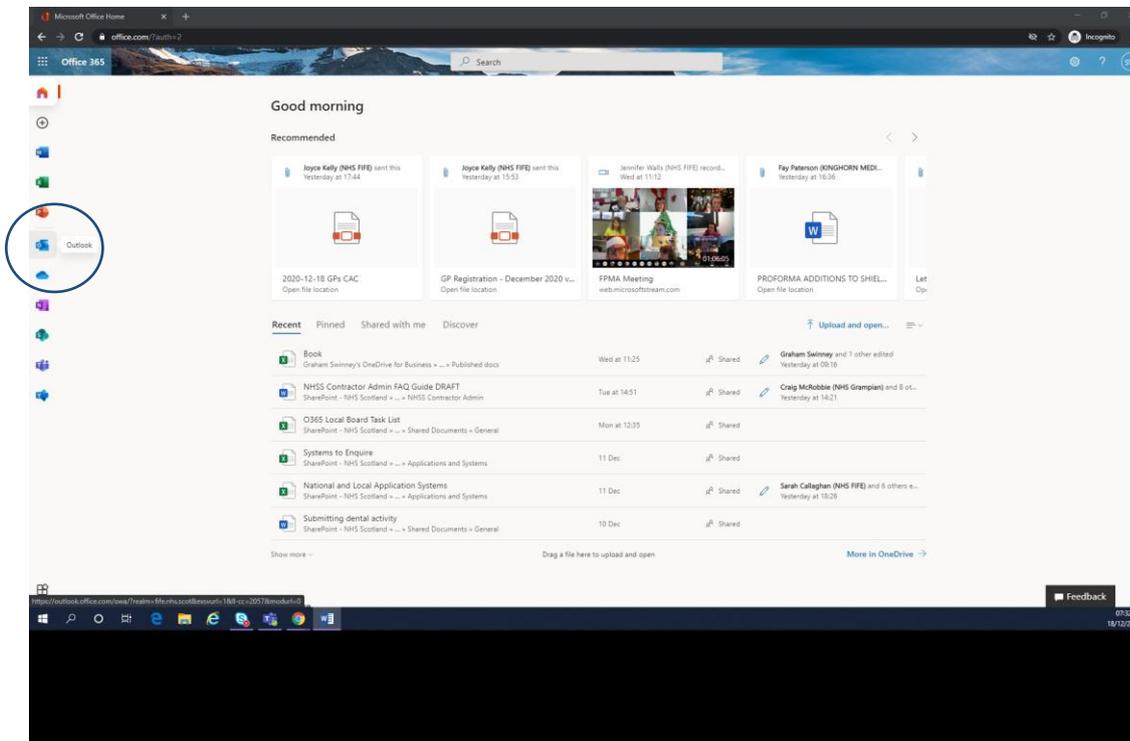
Sign in – if you share a pc select NO



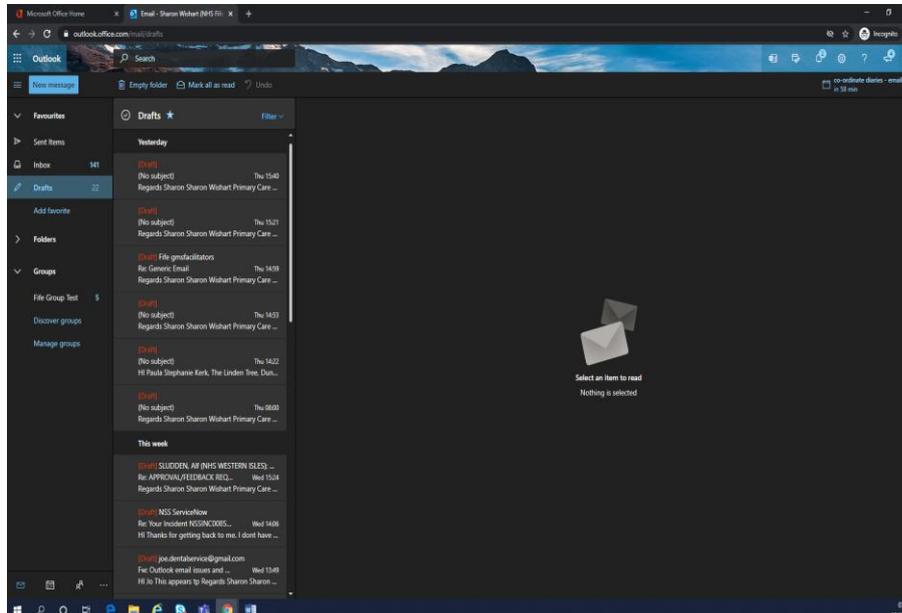
On left hand side where icons are select Blue icon with 'O' Approx half way down list



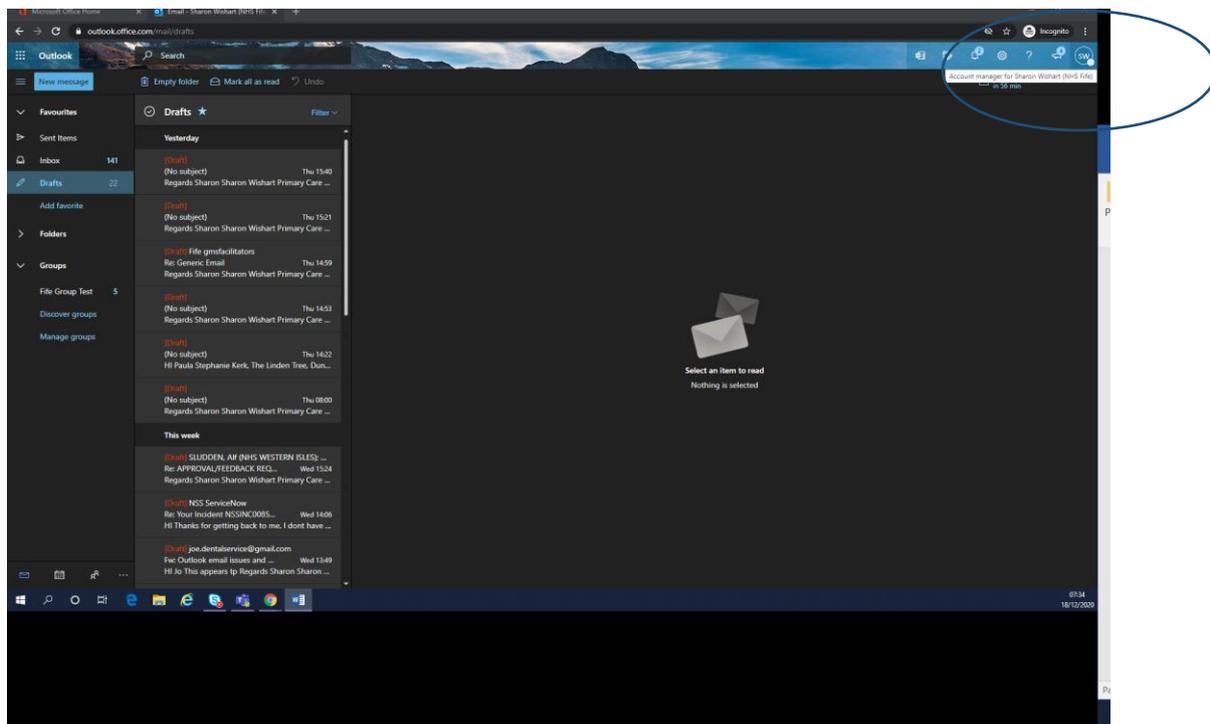
Hover over icon it will say outlook – double click on icon



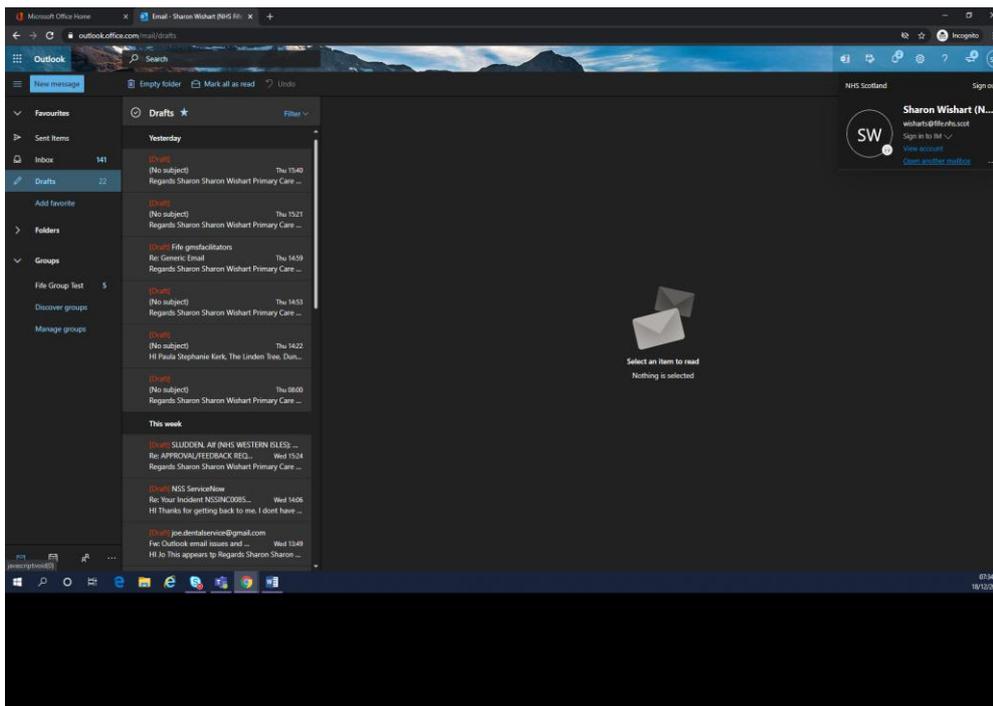
You should now be in your mailbox



To open generic shared mailbox – Go to your initials top right



Click on initials this will give you option to open another mailbox



In box enter your shared mail box Name and enter

