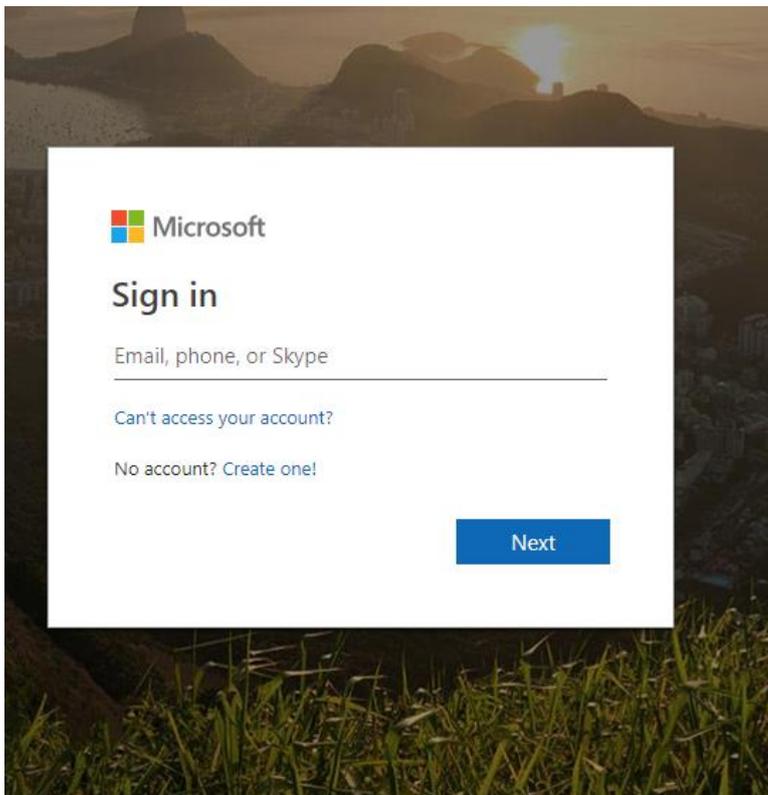


Congratulations you have your Living Streets email account.

Let's get started.

Access O365 Outlook Online

1. Open your web browser and go to the below URL (clicking the URL below will also take you to the required website)
2. <http://portal.office.com>
3. Enter your email address when prompted with the "Sign in" box.



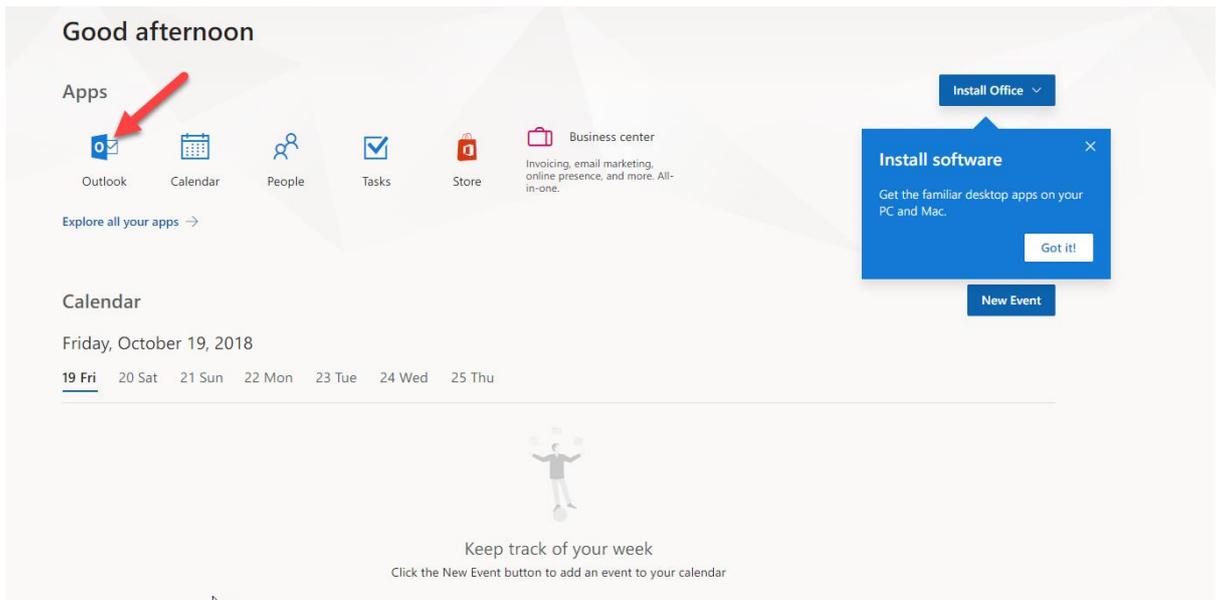
4. Press next and then enter your password and click "Sign in"



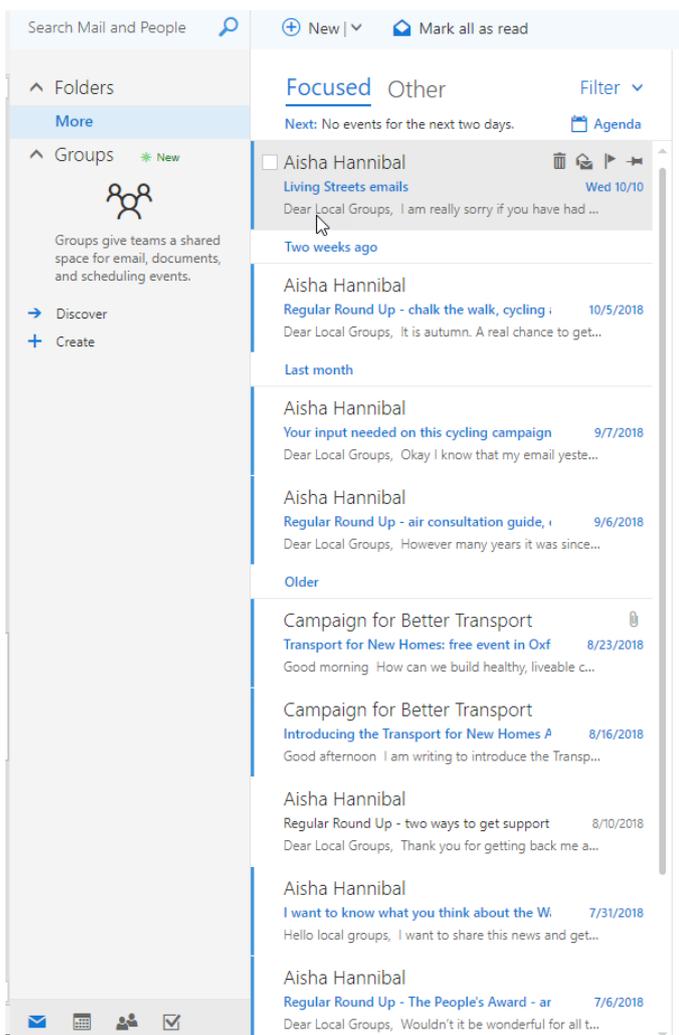
5. If asked whether you want to stay signed in, you can either choose Yes or No, this will keep you signed in if you close your browser and then re-open it.



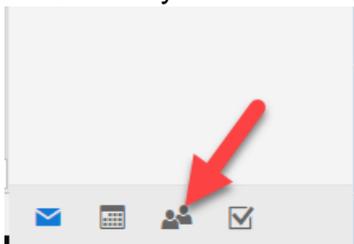
6. You will then be logged into the main Office 365 portal, to access the emails, select the Outlook icon



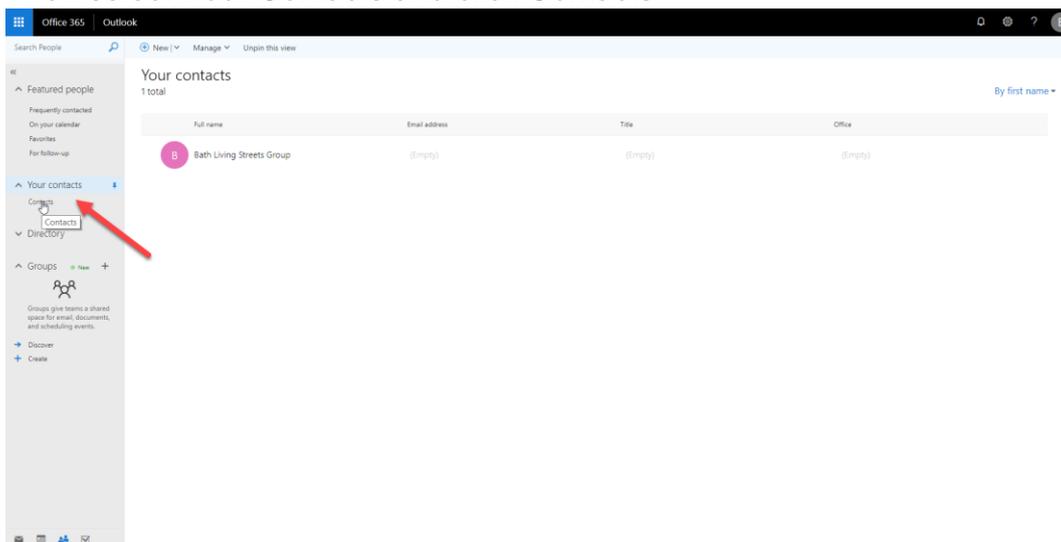
7. You will then have access to the mailbox.



8. To access your contacts, select the People icon



9. Then select Your Contacts and click Contacts



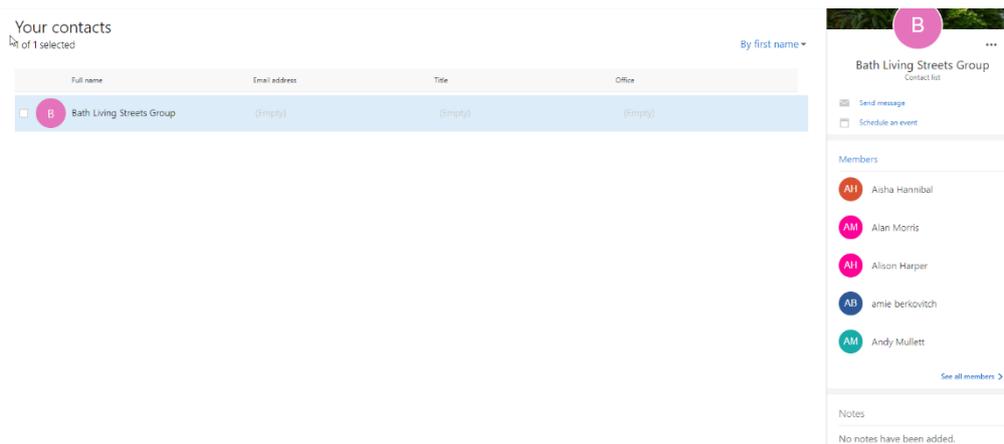
10. You can now see your Contacts or Group

Your contacts
1 total

Full name	Email address	Title	Office
 Bath Living Streets Group	(Empty)	(Empty)	(Empty)

Ignore the fields that state they are empty, these are not relevant and only advise that those fields for the group have not been populated.

11. To view the contacts within the group, you need to click the group name, this will then display the contacts stored within that group.



12. Signature

Please add a signature for your emails.

- Open a new email
- Choose insert from the menu
- Click on Signature
- Click on signatures
- Click on new
- Add your copy and links using brand colours.
- Press save

Here is an example of one which has the group's name, links to social media and an unsubscribe:

Islington Living Streets Group

<https://www.livingstreets.org.uk/get-involved/local-groups/islington>

<https://twitter.com/WalkIslington>

Islington Living Streets Group is holding your data so we can email you our news and local information where we can. We won't share your details with any third parties and you can unsubscribe at any time. **To unsubscribe reply to this email with 'Unsubscribe Me' in the subject header.**

Living Streets is a Registered Charity in England and Wales (no. 1108448) and Scotland (no. SC039808) and a Registered Company (no. 5368409).

This e-mail is intended solely for the addressee and is strictly confidential. If you are not the intended addressee, please do not read, print, retransmit, store or act in reliance on it or any attachments. Instead please notify us immediately, e-mail it back to the sender and delete the message from your computer.

13. Lucky Thirteen – Solving Problems

If you have any problems then email aisha.hannibal@livingstreets.org.uk. For example, if you can't reset your password or access your account.