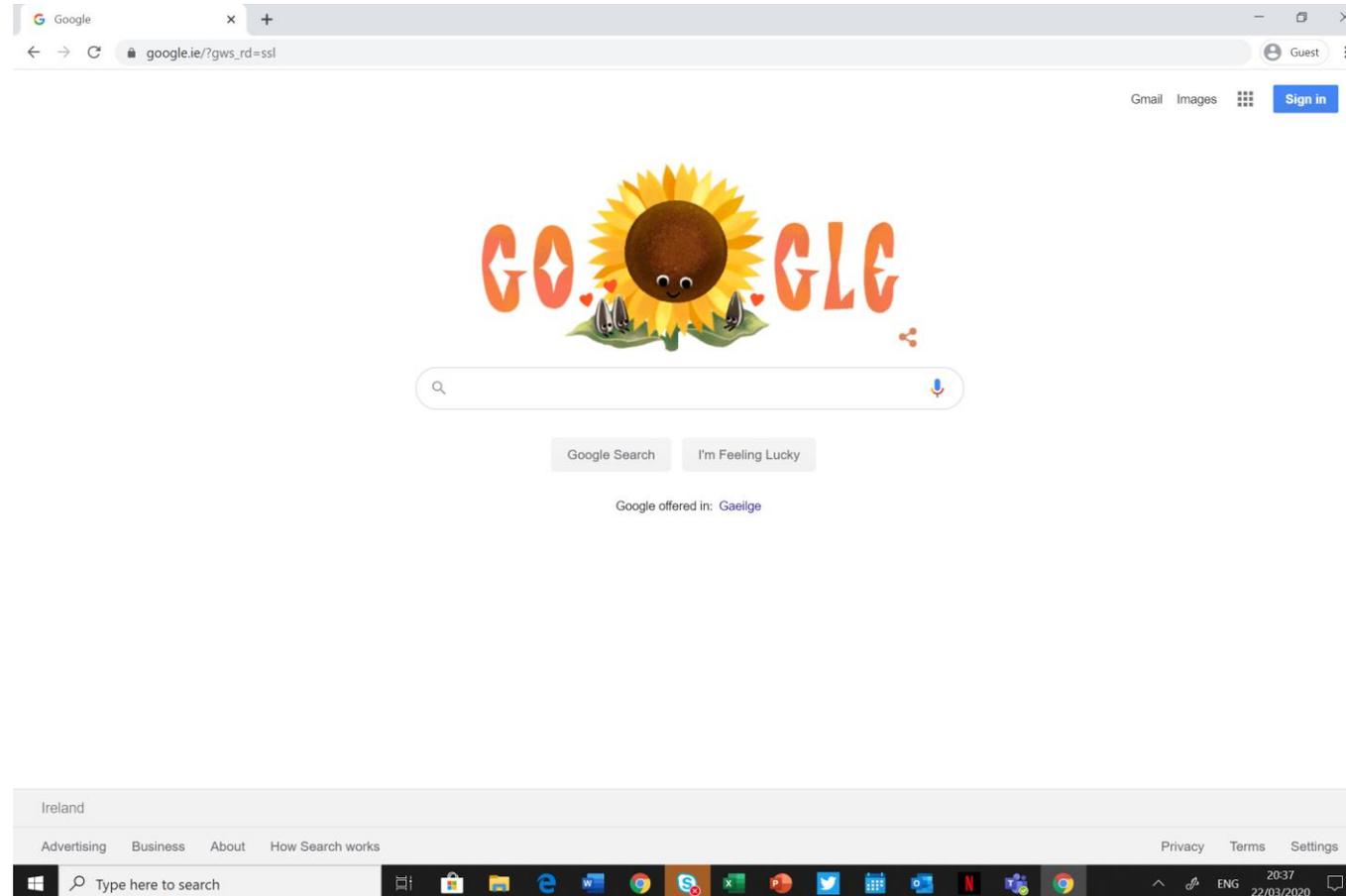
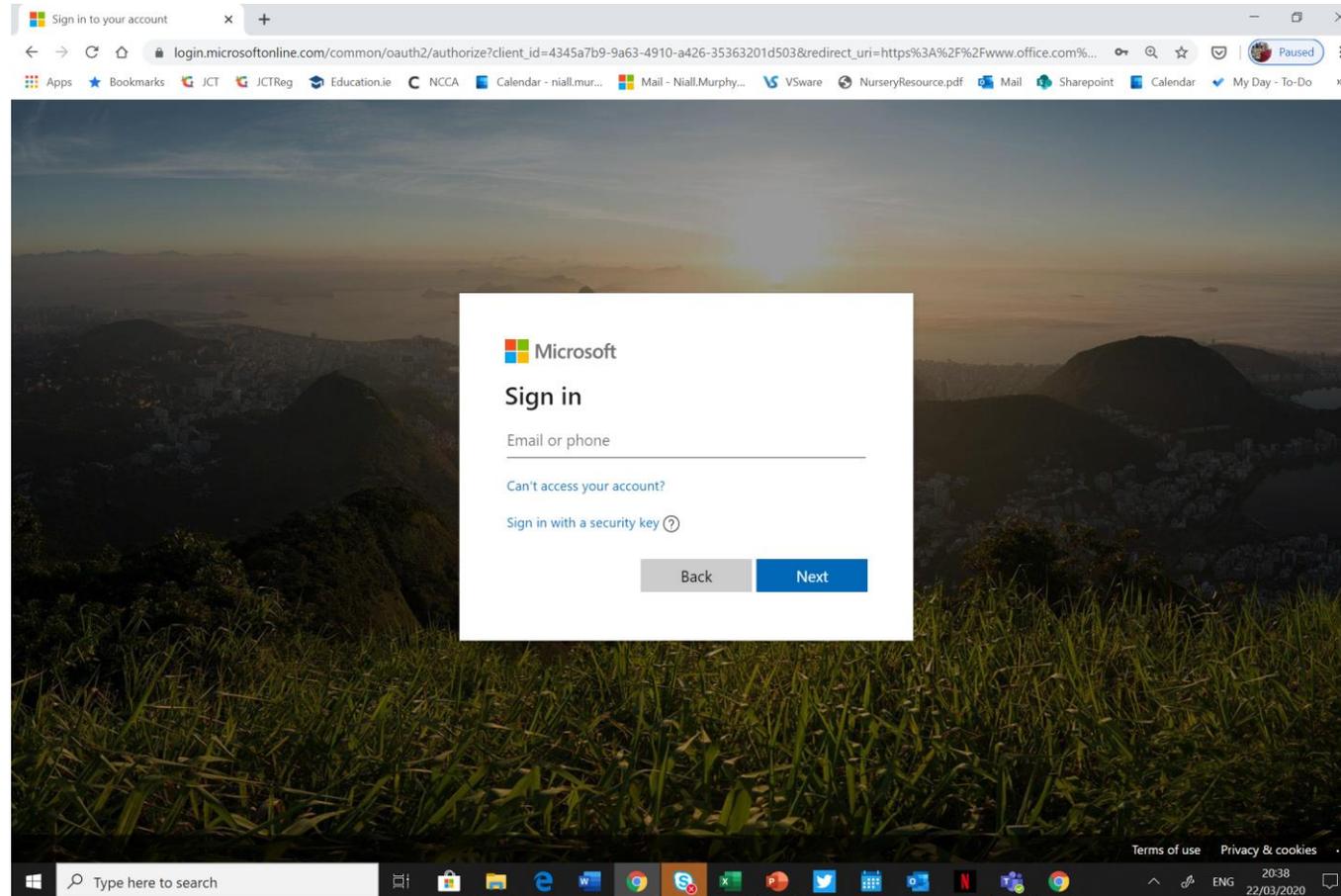


How to sign into Office 365

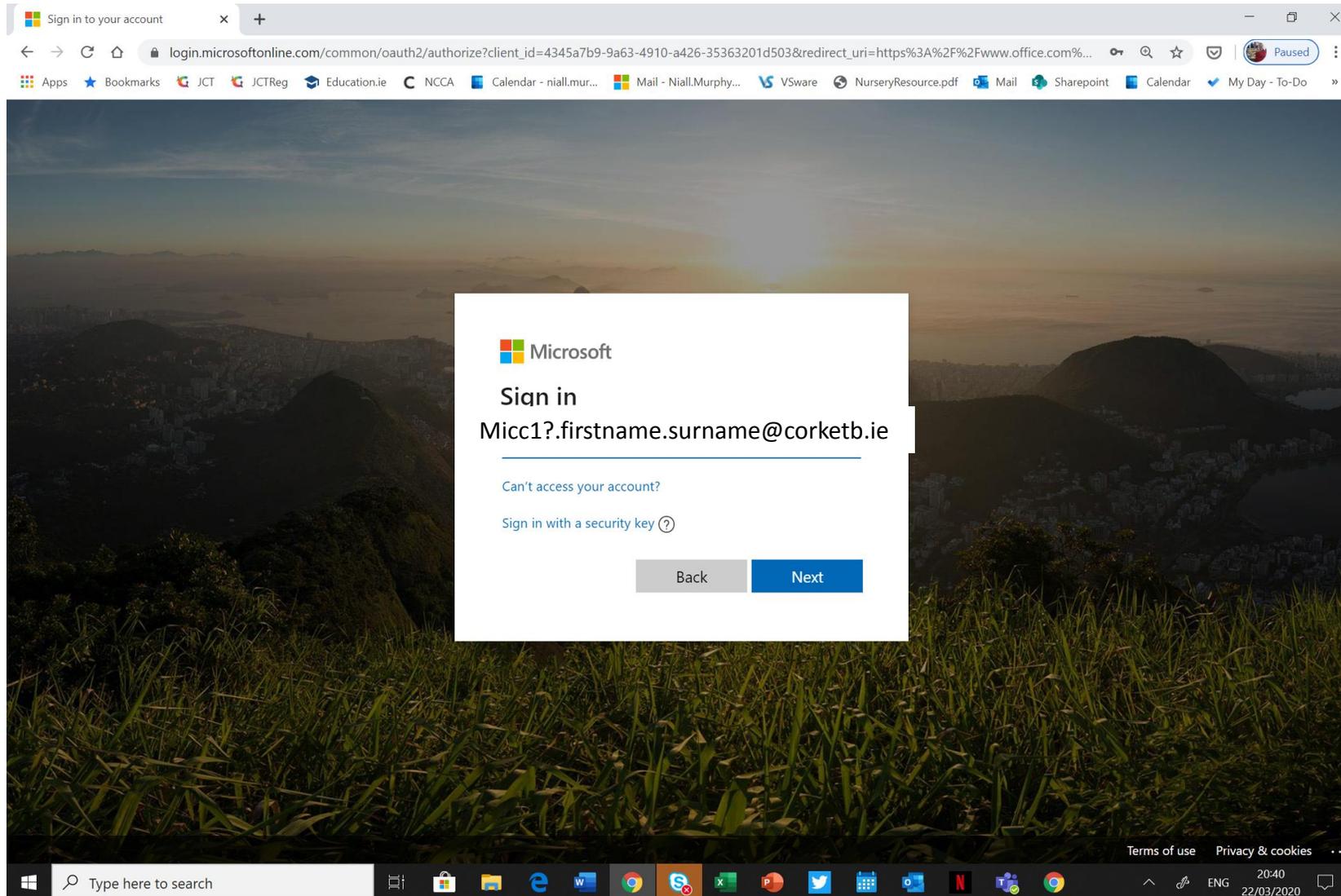
Go to your web browser (Chrome, Internet Explorer, etc)



Type in www.office.com



Enter your log in details.



Your username follows this pattern:

micc

followed by **the year you started**

followed by a **dot**

followed by your **first name**

followed by a **dot**

followed by your **surname**

followed by **@corketb.ie**

e.g.

micc18.joe.bloggs@corketb.ie

Enter the password you have been provided with

The screenshot shows a web browser window with the address bar displaying a Microsoft authentication URL. The page content is a sign-in form for the user 'Micc1?.firstname.surname@corketb.ie'. The form includes the CEBT logo, the user's email address, the instruction 'Enter password', a password input field, a 'Forgot my password' link, and a blue 'Sign in' button. Below the form, a welcome message reads: 'Welcome to Cork Education and Training Board Office 365 Sign-in Page.' The browser's taskbar at the bottom shows the date as 22/03/2020 and the time as 20:46.

Sign in to your account

login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww.office.com%...

Apps Bookmarks JCT JCTReg Education.ie NCCA Calendar - niall.mur... Mail - Niall.Murphy... VSware NurseryResource.pdf Mail Sharepoint Calendar My Day - To-Do

 **cetb**
Cork Education and Training Board

Micc1?.firstname.surname@corketb.ie

Enter password

Password

[Forgot my password](#)

Sign in

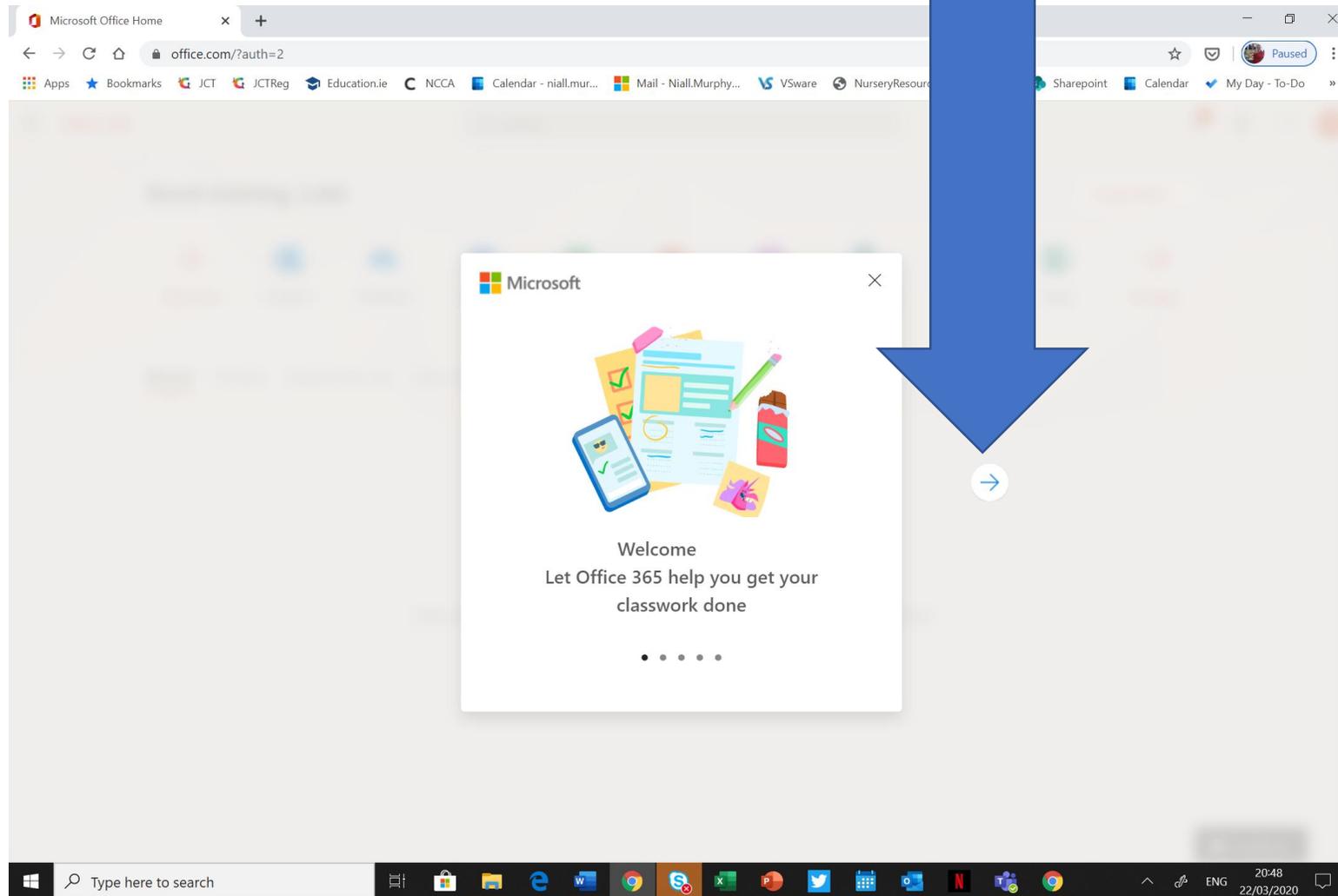
Welcome to Cork Education and Training Board
Office 365 Sign-in Page.

Terms of use Privacy & cookies

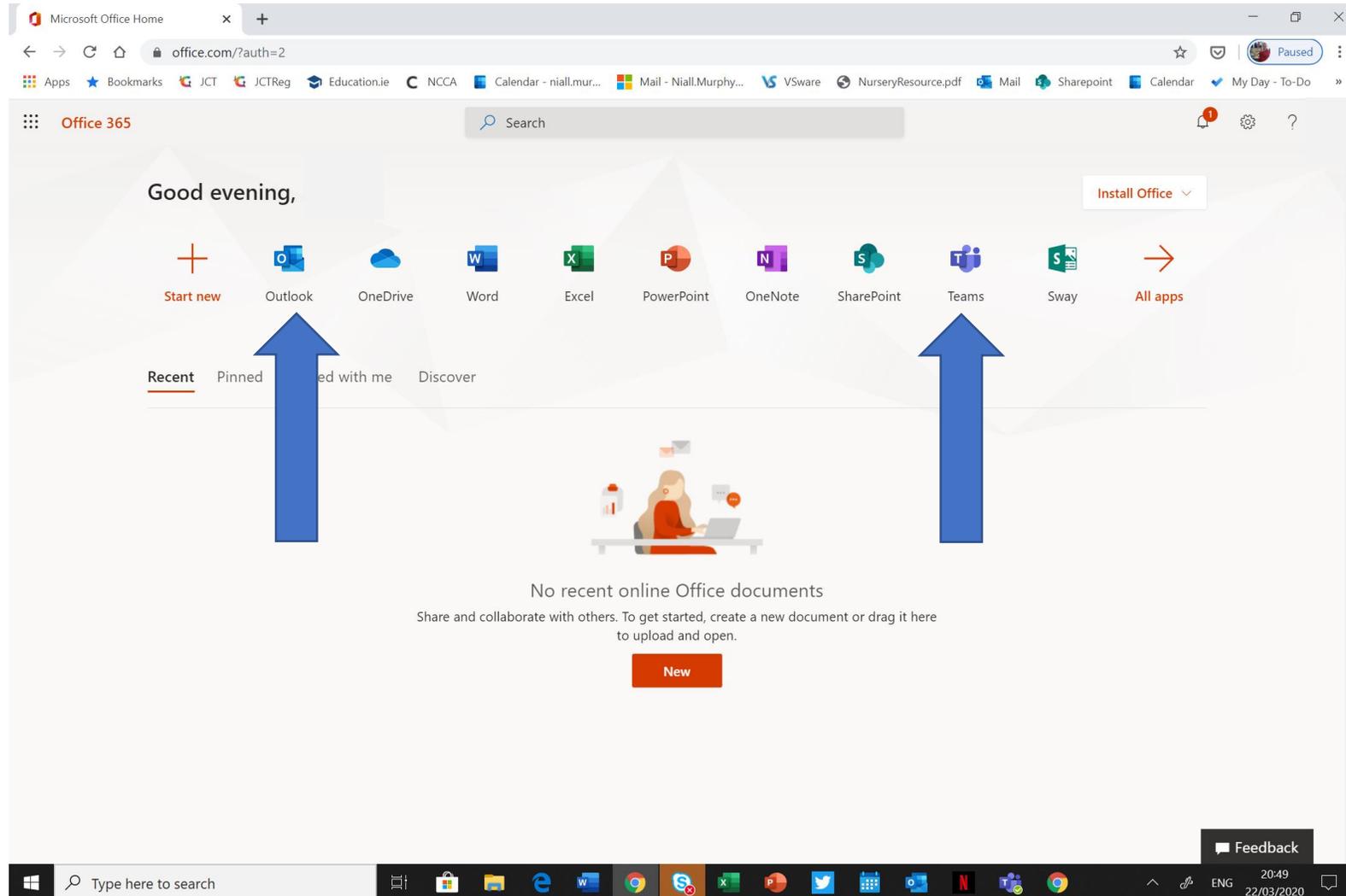
Type here to search

20:46
22/03/2020

Click the right arrow through the next few pop ups



This is the landing page. Outlook is your email and Teams is where some teachers will contact you



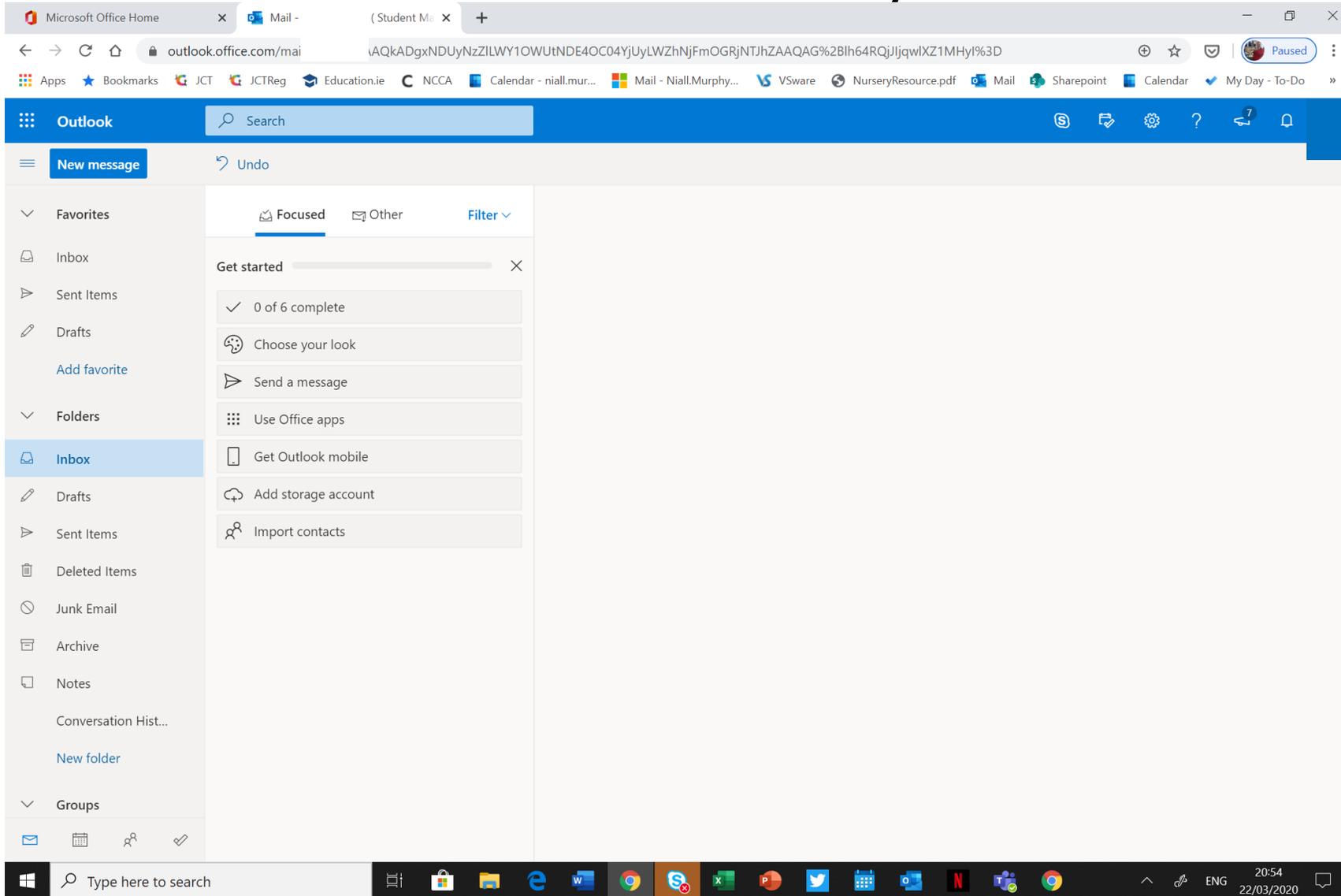
Click on Outlook and set the timezezone then click save

The screenshot shows the Outlook web interface at the URL `outlook.office.com/owa/languageselection.aspx?ll-cc=1033&url=/owa/?realm%3d...`. A dropdown menu is open, displaying a list of timezones. The option `(UTC+00:00) Dublin, Edinburgh, Lisbon, London` is selected and highlighted in blue. Below the dropdown, a blue arrow points to the `Save` button, which is accompanied by a circular refresh icon.

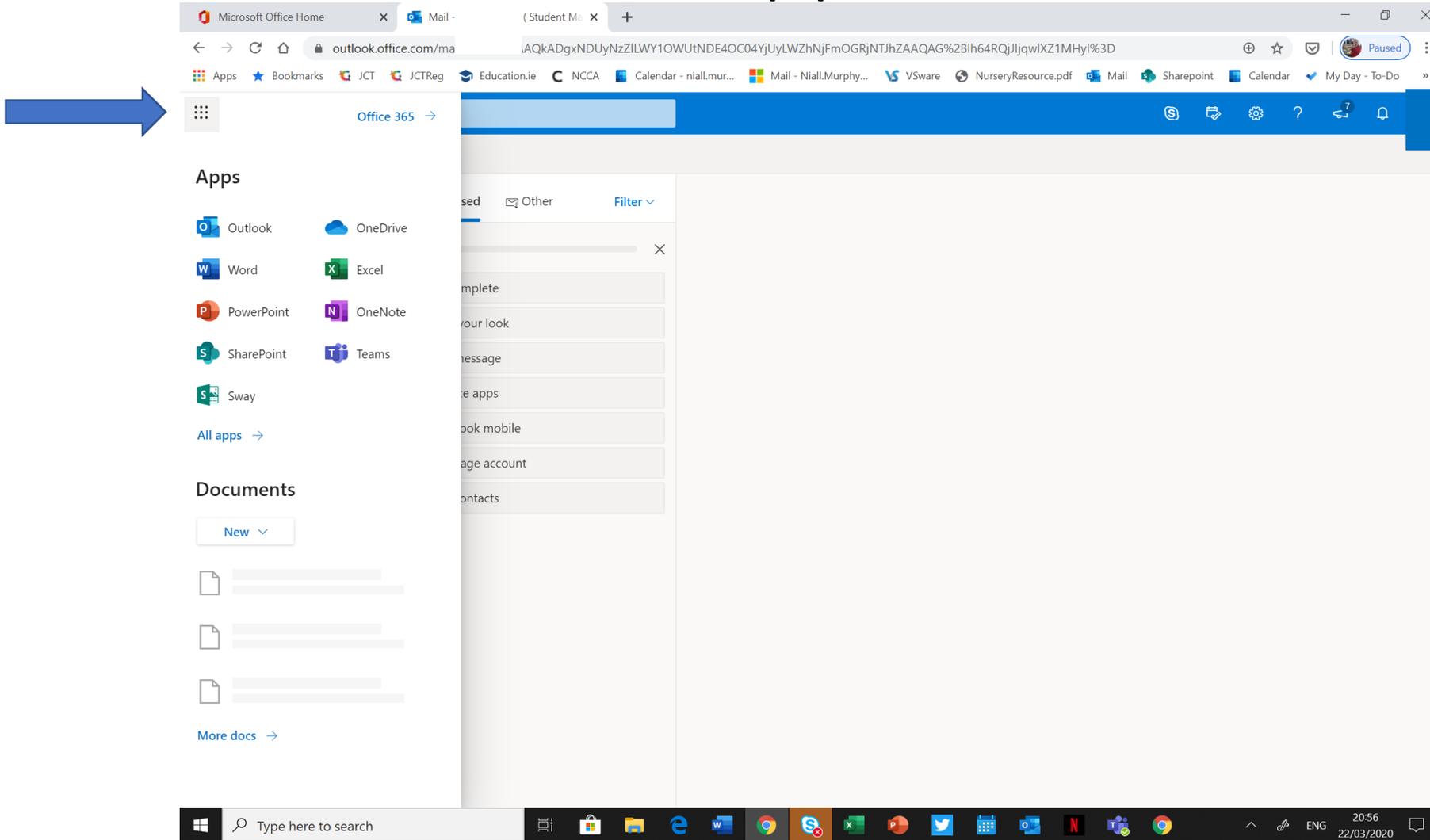
Timezone list items (from top to bottom):

- (UTC-03:00) Greenland
- (UTC-03:00) Montevideo
- (UTC-03:00) Saint Pierre and Miquelon
- (UTC-03:00) Salvador
- (UTC-02:00) Coordinated Universal Time-02
- (UTC-02:00) Mid-Atlantic
- (UTC-01:00) Azores
- (UTC-01:00) Cabo Verde Is.
- (UTC) Coordinated Universal Time
- (UTC+00:00) Dublin, Edinburgh, Lisbon, London**
- (UTC+00:00) Monrovia, Reykjavik
- (UTC+01:00) Casablanca
- (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
- (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
- (UTC+01:00) Brussels, Copenhagen, Madrid, Paris
- (UTC-12:00) International Date Line West

This is Outlook which is your email account



The 9 dots on the top left give you access to other Microsoft Apps



The screenshot displays the Microsoft Office Home interface in a web browser. A blue arrow points to the '9 dots' icon in the top left corner, which opens a menu of Microsoft apps. The menu is titled 'Office 365' and lists the following apps: Outlook, Word, PowerPoint, SharePoint, Sway, OneDrive, Excel, OneNote, and Teams. Below the apps list, there is a section for 'Documents' with a 'New' button and a 'More docs' link. The background shows the Outlook interface with a list of messages. The Windows taskbar is visible at the bottom, showing the search bar and various application icons.