



Click one of these icons:

Safari (only for apple products)



Google



Internet

Ballymena BT42 3AH

This will then bring you to an internet page with a search bar (see images below)





In this search bar can you please type in your email host. For example if your email addresses is example@outlook.com - you would type in outlook into the search bar, if your email is <u>example@gmail.com</u> you would type in gmail into the search bar and click on the Go button on your keyboard.

It should appear like this, then tap on the first website with the bold blue text "Sign into your Microsoft account".



It should then appear like this, can you sign in with your correct email address and password and click on sign in.

**** Please note do not leave a space between your email address. Also when you input your password it will appear as black dots, this is to protect someone from stealing your password.****



Supporting **

Communities Empowering Society

How to access your emails



Outlook	Google
	One account. All of Google.
Microsoft account What's this?	Sign in to continue to Gmail
example@hotmail.com	
Keep me signed in	
Sign in	E mail
	Password
Can't access your account?	Sian in
Sign in with a single-use code	Stay signed in Need help?
	Create an account
Don't have a Microsoft account? Sign up now	One Google Account for everything Google

Once in your emails it should appear like the image below, you can click on any of the purple highlighted areas to start writing a new email.



T: 028 2564 5676 F: 028 2564 9729 info@supportingcommunities.org www.supportingcommunities.org



How to access your emails



Calendar Documents		amit@gmail.
Gmail	× Q	< Back
Mail -	SEND Save Now Discard	amit@gmail.com (default) amit@gmail.com (default) labnol@gmail.com labnol@gmail.com (delegated)
Inbox Starred Important	Add Cc Add Bcc Subject Attach a file Insert: Invitation B Z U T - TT - A - TT - (2) 99 (2) (2) 19 19 19 19	Sign in to another account Sign out of all accounts Check Spelling -
Sent Mail Drafts Notes		
Chat Search people		



Another box will appear. You can then input an email address of the person you wish to email (don't leave any spaces in the email address). To move down to each section of the email just tap.



How to access your emails



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Cancel	Hi	Send	
To: example@outlook.com		Put in email address here	
Cc/Bcc, From: stef@supportingcommunities.org			Your email address will appear here Put in any small bit of info in
Subject: Hi			
Write your ema	il here		nere
Sent from my iPhone			Mail email goes in here.



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