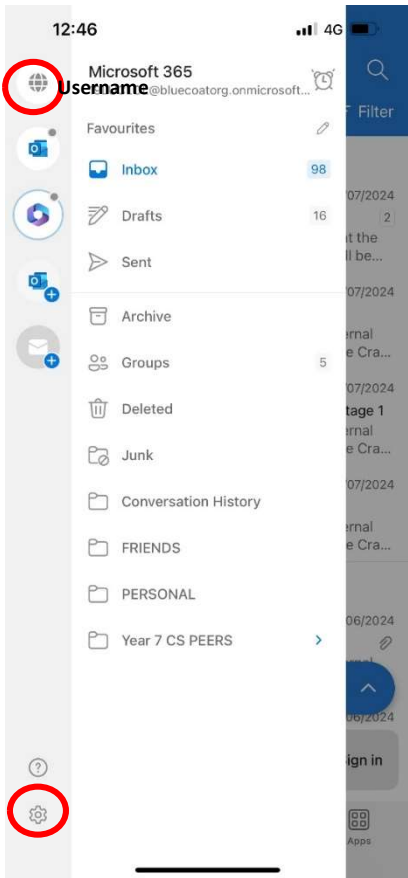
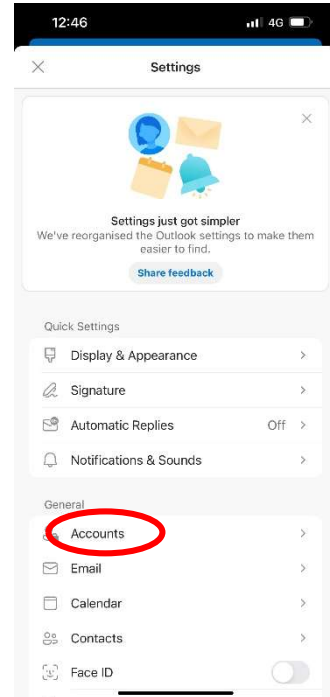


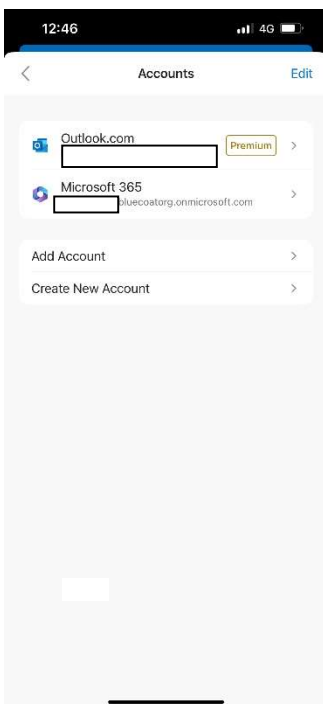
- Open Outlook and click on your profile icon. You will see your username@bluecoatorg.onmicrosoft.com. Scroll to the bottom and click on the settings cog.



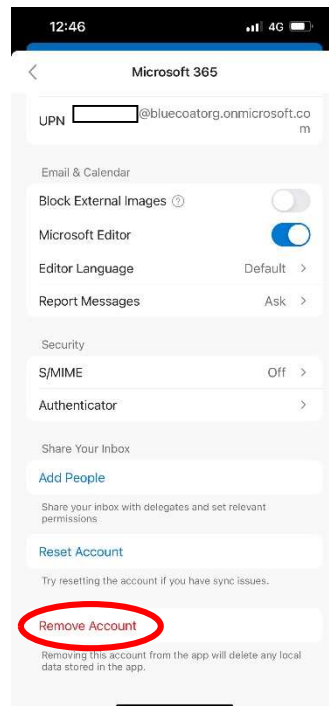
- Click on Accounts >



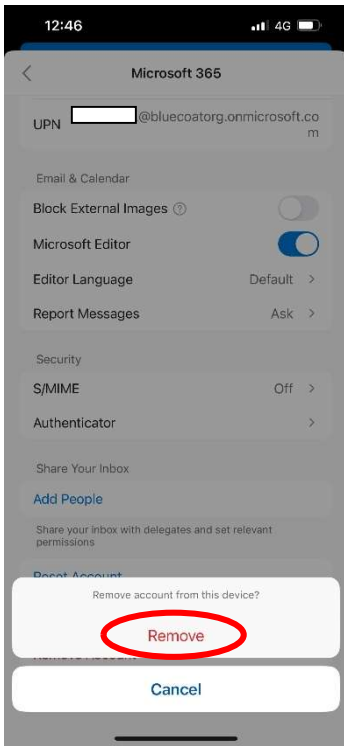
- Select your username@bluecoatorg.onmicrosoft.com and scroll to the bottom of the page.



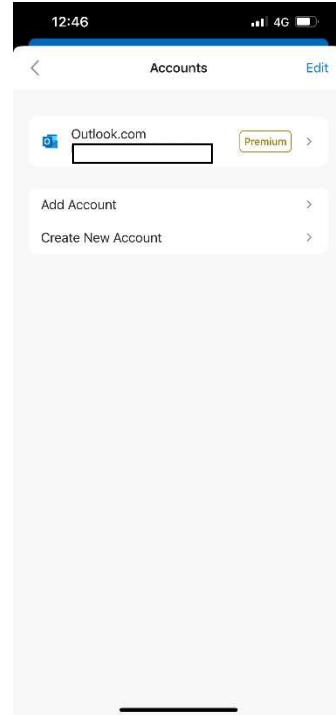
- Click Remove



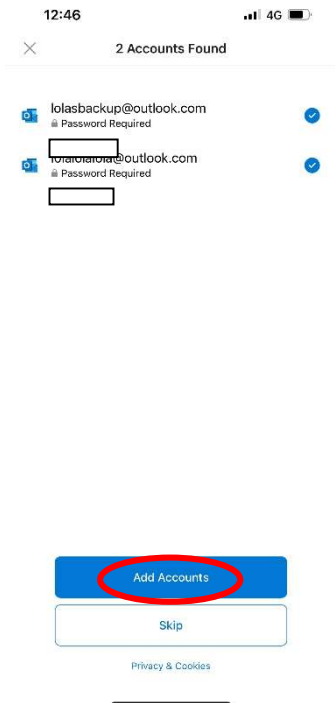
- Confirm by clicking Remove.



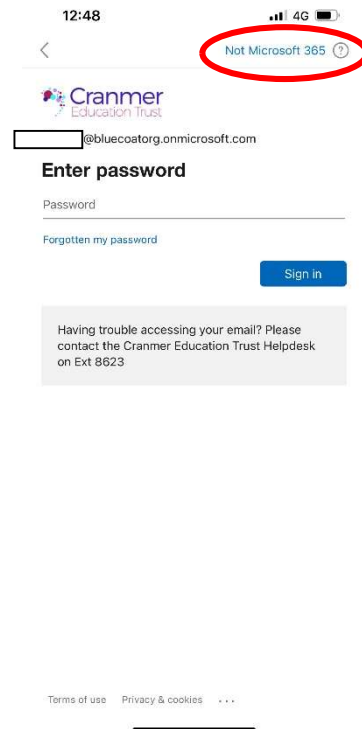
- Click Add Account



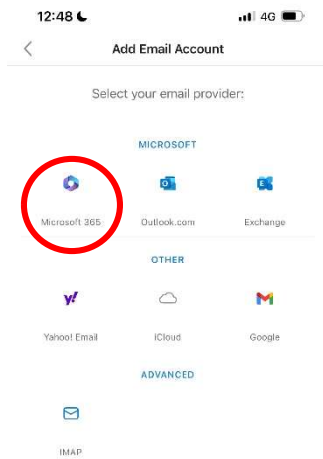
- Ignore the accounts already there and click Add Accounts



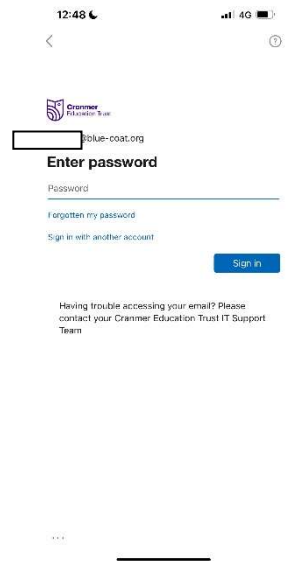
- Click not Microsoft 365



- Select Microsoft 365



- Enter your email address, and you will see this page containing the Trust's new logo. Enter your password, and you will have added your school emails to Outlook.



Microsoft Teams

You need to sign out of Microsoft Teams and sign back in using your usual school email address and password.