

How to access emails via Office365

To access emails via Office365 on any device, please following the below instructions:

- 1. Go to www.office.com**
- 2. Enter your UKAT Email Address, please see example below:
username@universityofkentacademiestrust.org.uk**
- 3. Enter your password for this. This will be the same as your network password. This is the same password you use to login to the computers.**
- 4. Once you have logged in, you will have access to a variety of apps including the full online Microsoft Office package and your emails.**