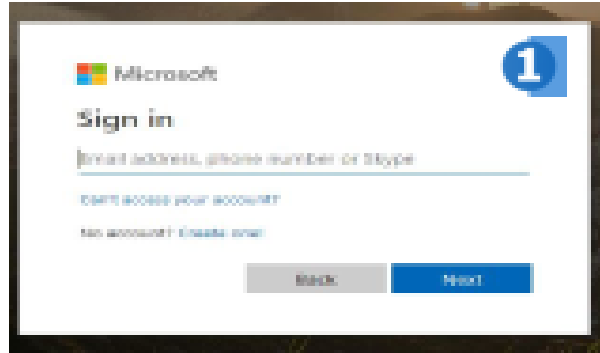
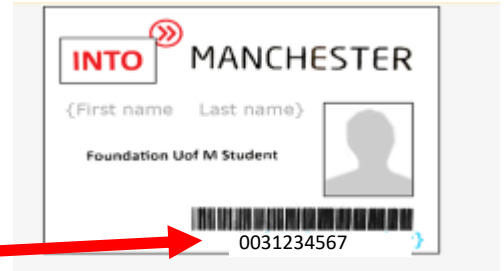


Using INTO student email for the first time

- 1 Go to portal.office.com
This screen opens



- 2 Enter your student email address: this = into YOUR STUDENT NUMBER@man.my-into.com
Your student number is at the bottom of your INTO card. Your student number begins with 3- take off any 00s



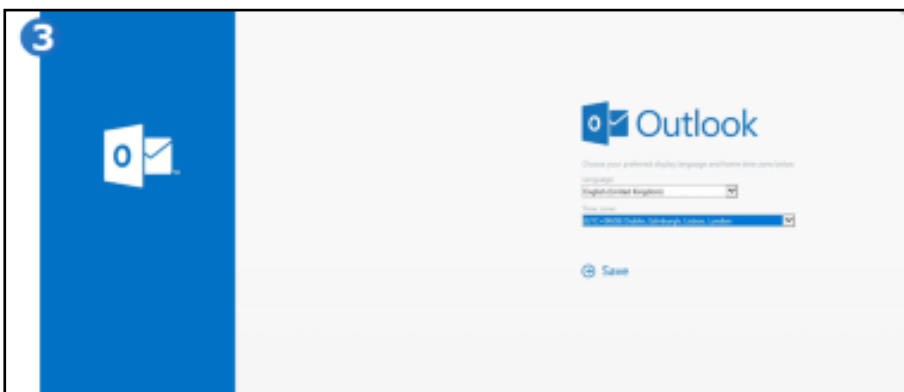
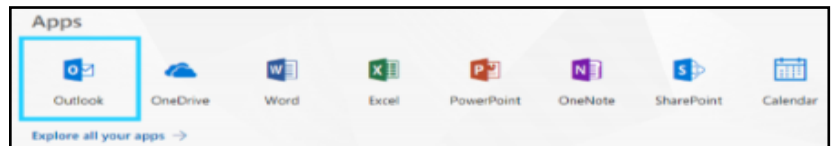
EXAMPLE:

into31234567@man.my-into.com
press Next for this screen:

Your email address should be in the first box already— put your INTO network password into the box beneath and then Sign In



Select Outlook from the list of Apps 2



- 3 This screen appears.
Set the language as **English**
Select the timezone as **Dublin, Edinburgh, Lisbon, London**
You will only need to do this step the first time you use your INTO email

- 4 Remember: your email address is into YOUR STUDENT NUMBER@man.my-into.com
Your password is the same as your network/MyINTO password

