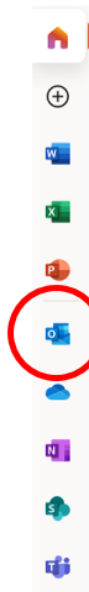


How to access your school email account

- Open a web browser such as Google Chrome.
- Type 'office 365' into the address bar and press 'Enter'.
- Click on this link
- Then, click on 'Sign in'.
- Type in your Chase email address (firstname.lastname@chasehigh.org)
- Type in your password in the next window (the same password you log into the school computers with).

www.office.com ▾
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Open Outlook by clicking on the icon



- On the left of the screen you will the icons (as shown on the left). Click on the Outlook logo.

