

How Students Login to their Student Outlook Email Account if they already have a Personal Outlook Account

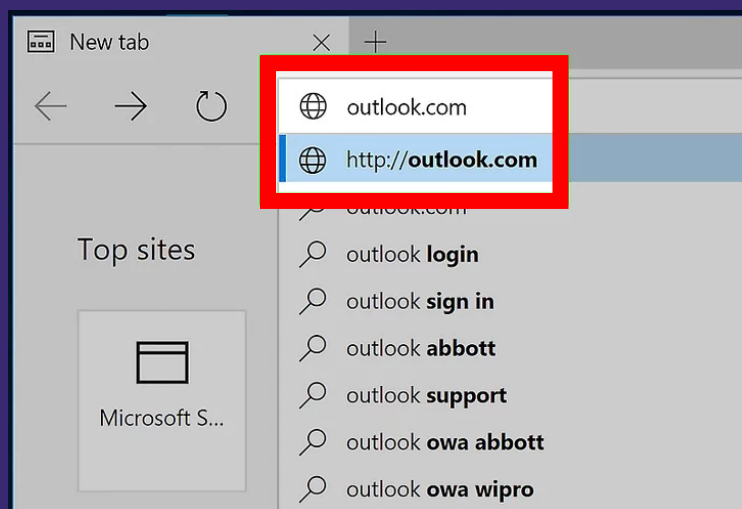
The easiest way to completely bypass this whole problem is to use a different browser for your college work and another for personal use.

Google Chrome or Microsoft Edge browsers work best with College services and Microsoft Teams.

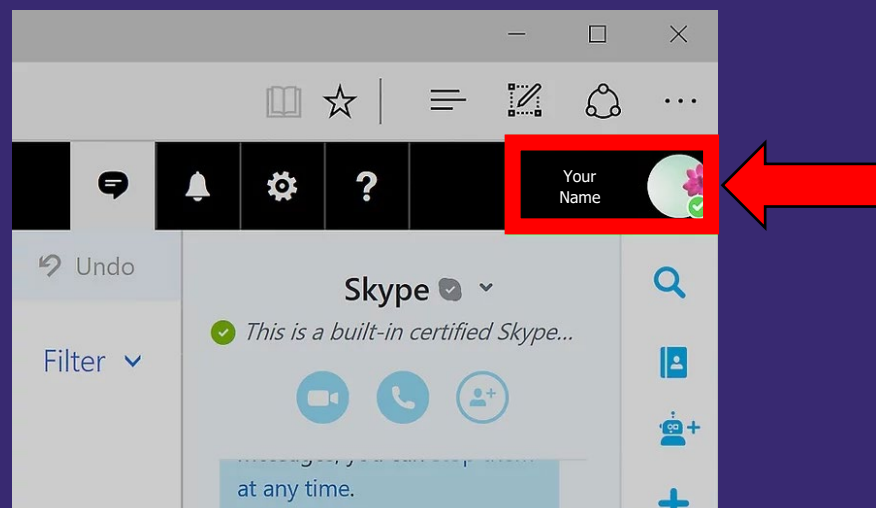
If you still would like to use one browser for both, please follow the instructions below.

Logging Out of Outlook (Student email and Teams) on the Web

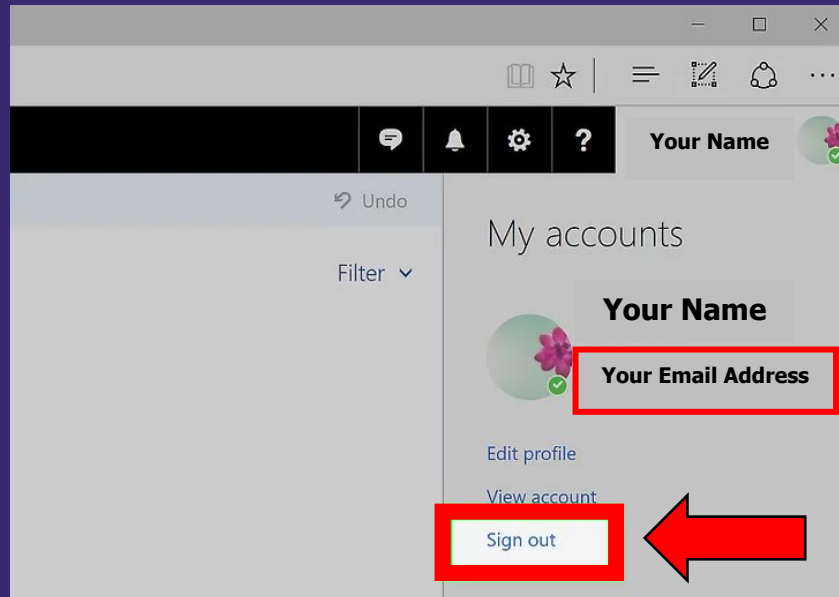
1. Open Outlook in a web browser.
The Outlook URL is www.outlook.com



2. In the top right corner, click your name or username.



3. Click Sign out.



You can then login to a new session of Outlook and sign in with your personal or student email account.

To sign into Outlook on the web using your work or school account in Microsoft 365:

1. Go to the [Microsoft 365 sign-in page](#) or to [Outlook.com](#).
2. Enter the email address and password for your account.
3. Select **Sign in**.

If you are having any further trouble at all with logging in,
Please contact the IT services using the link below

[IT Services Helpdesk form](#)

or go to my.rhacc.ac.uk and choose IT Helpdesk

Richmond and Hillcroft Adult and Community College
Student Intranet.

Quick Help [Goto Quick Start Guide](#)

Quick Start Guide
How to login to online our online services and access remote learning

Outlook [Goto My WebMail](#)

My Student Email
Access to your student email, onedrive, teams and other Colleghe Microsoft services

Need more help? [Goto IT Helpdesk](#)

Still having issues after reading the quick start guide then please submit an IT Support Request

bksb [Goto My Diagnostics](#)

My Diagnostics
Your Diagnostics System (BKSB) is where you can find the Literacy and Numeracy screenings and additional learning resources you complete before enrolling and during your course.

moodle [Goto My Learning](#)

My Learning
Your Virtual Learning Enviroment (Moodle) is where your tutors can place resources to support your learning and where you can submit your assignments for marking.

eTracker [Goto My Progress](#)

My Progress
Your Individual Learning Plan (eTracker) is where your you can find a record of your course progress including the targets and action plans you agree with your tutor during your lessons.