

Access your timetable



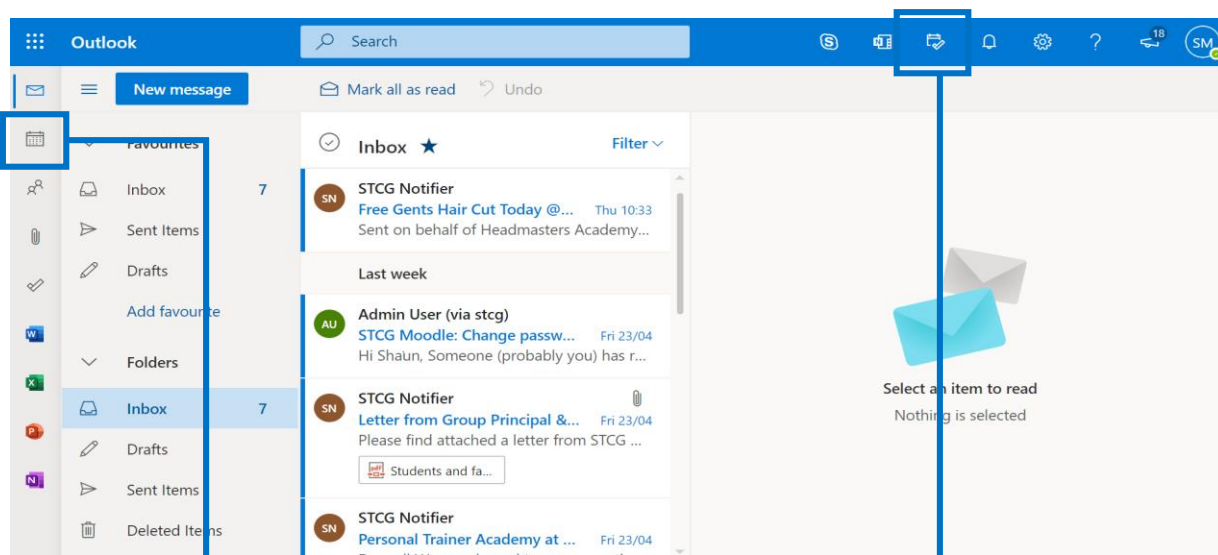
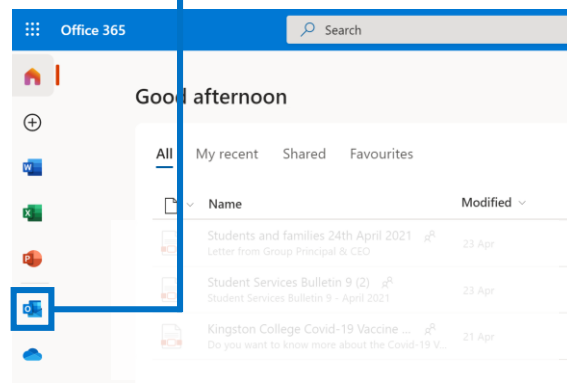
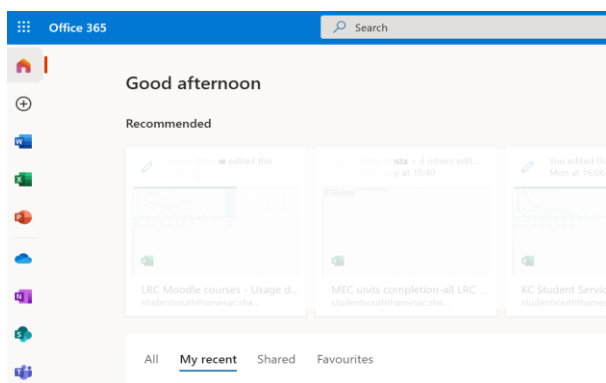
An easy way to access your class timetable is through your college Outlook account.

Step 1

Sign in to www.office.com using your college email address and normal password.

Step 2

Open **Outlook** from the icons down the left hand side.



Click the **Calendar** icon in the bottom left to open your full calendar.

OR click the **My Day** icon to see a quick view of events and tasks scheduled today.

