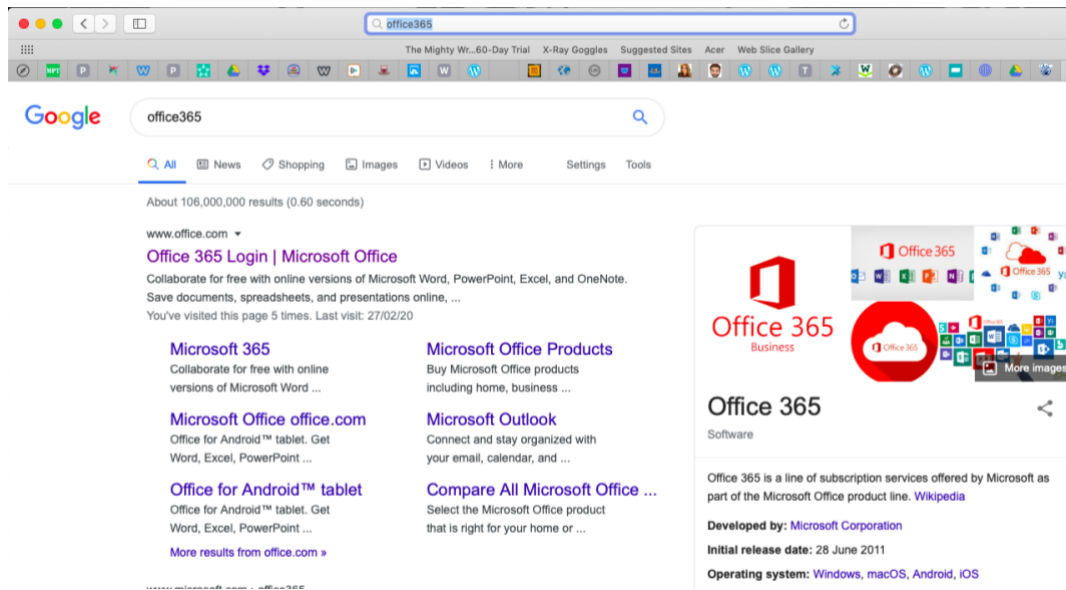
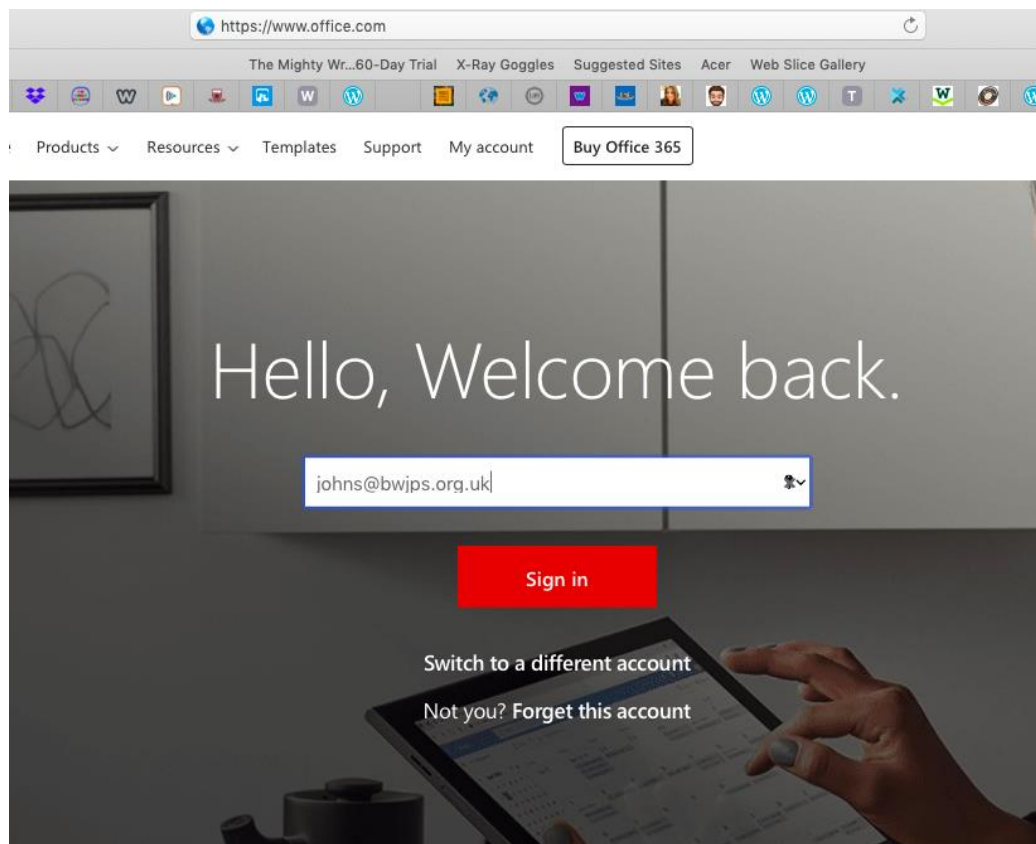


Accessing school email

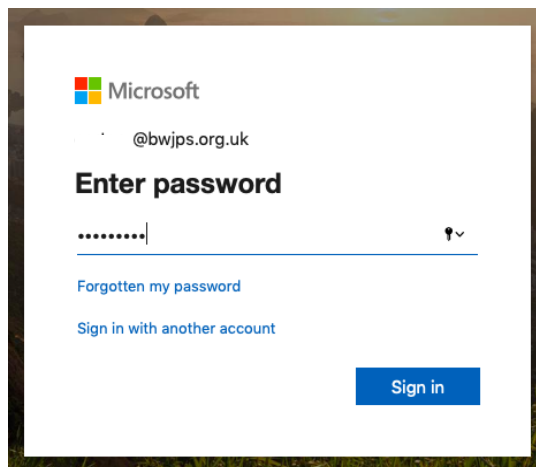
1. Go to: <https://www.office.com> or google office 365.



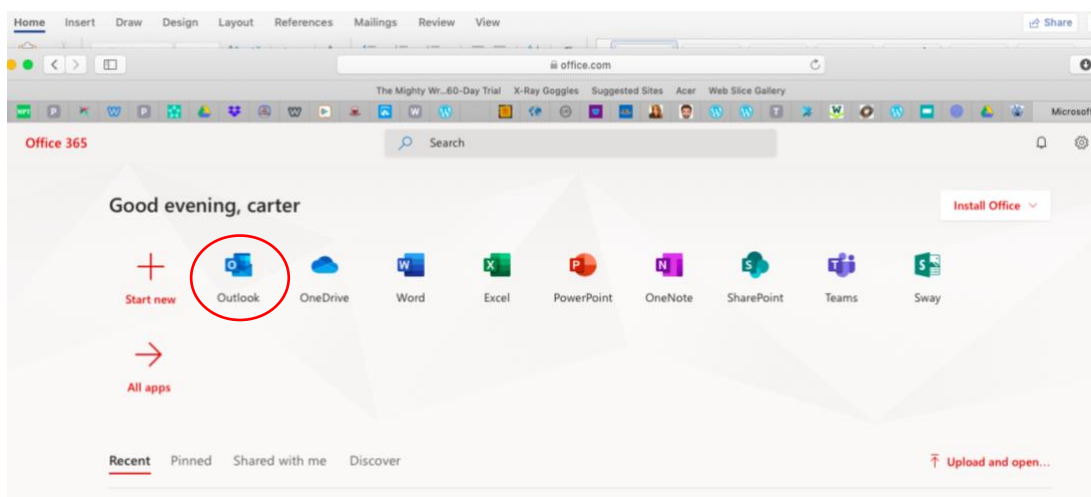
2. Type your email address in the box and press 'sign in'. You can find your email address on the letter sent home.



3. Enter your password (as found on your letter) and press 'sign in'.



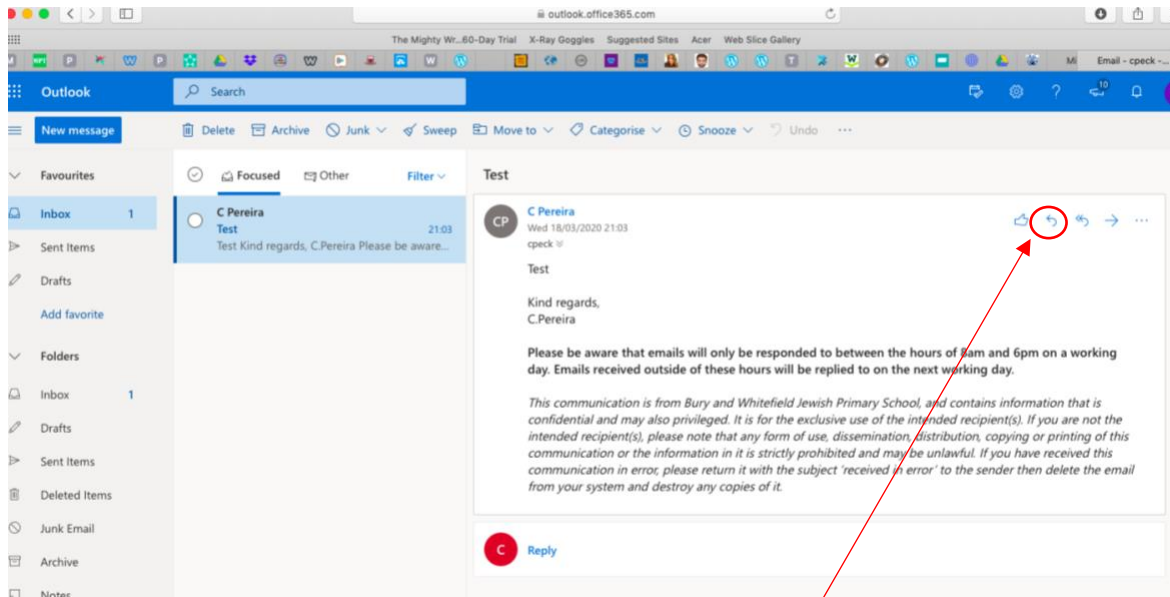
4. Once you are logged in, you have access to Microsoft Word, Excel and PowerPoint. These can be used online (without being downloaded) and can be saved to your email. To access your email, press 'outlook'.



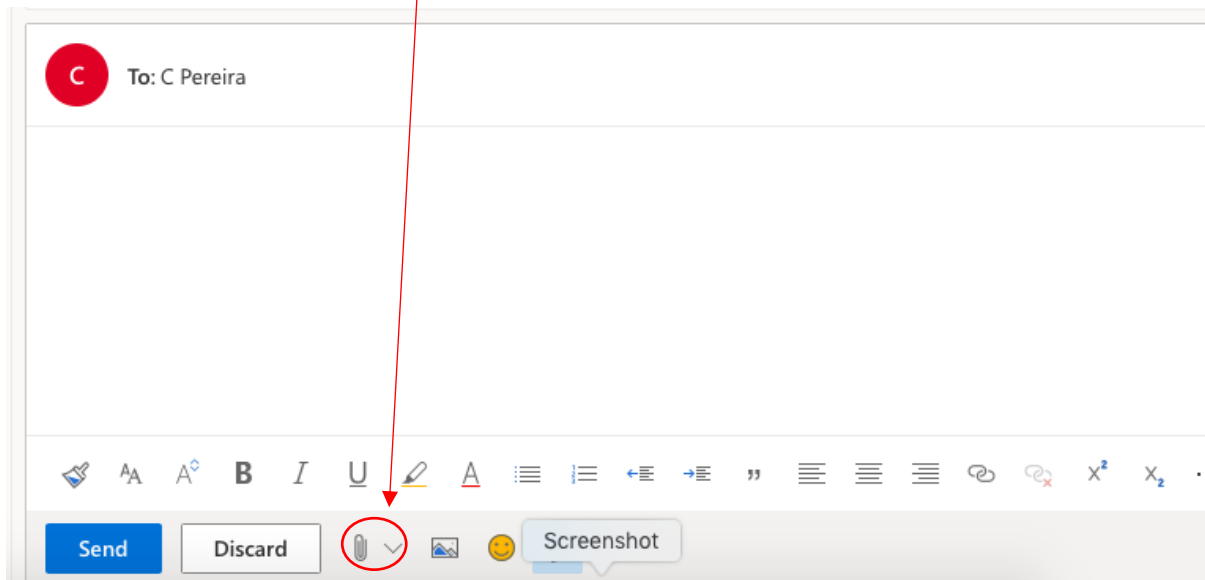
5. On the first time you log in, you will have to enter your location (United Kingdom) and time frame (UTC + 00:00 Dublin, Edinburgh, Lisbon, London).



6. Now you are in your inbox. Your teacher's emails will show up here. Simply click on it to open it.



7. Once it is open, you can reply to your teacher (to ask them a question) and can attach any work you may need to send. To reply, click the first arrow. DO NOT click the two arrows as this will reply to all people in the email (everybody in your class). To attach a document, click the paperclip icon and find the document on your computer. When you have finished, press send.



8. Your teacher will email you each day at 9am to tell you your tasks for the day. If you have any problems, please have your parents email your teacher.