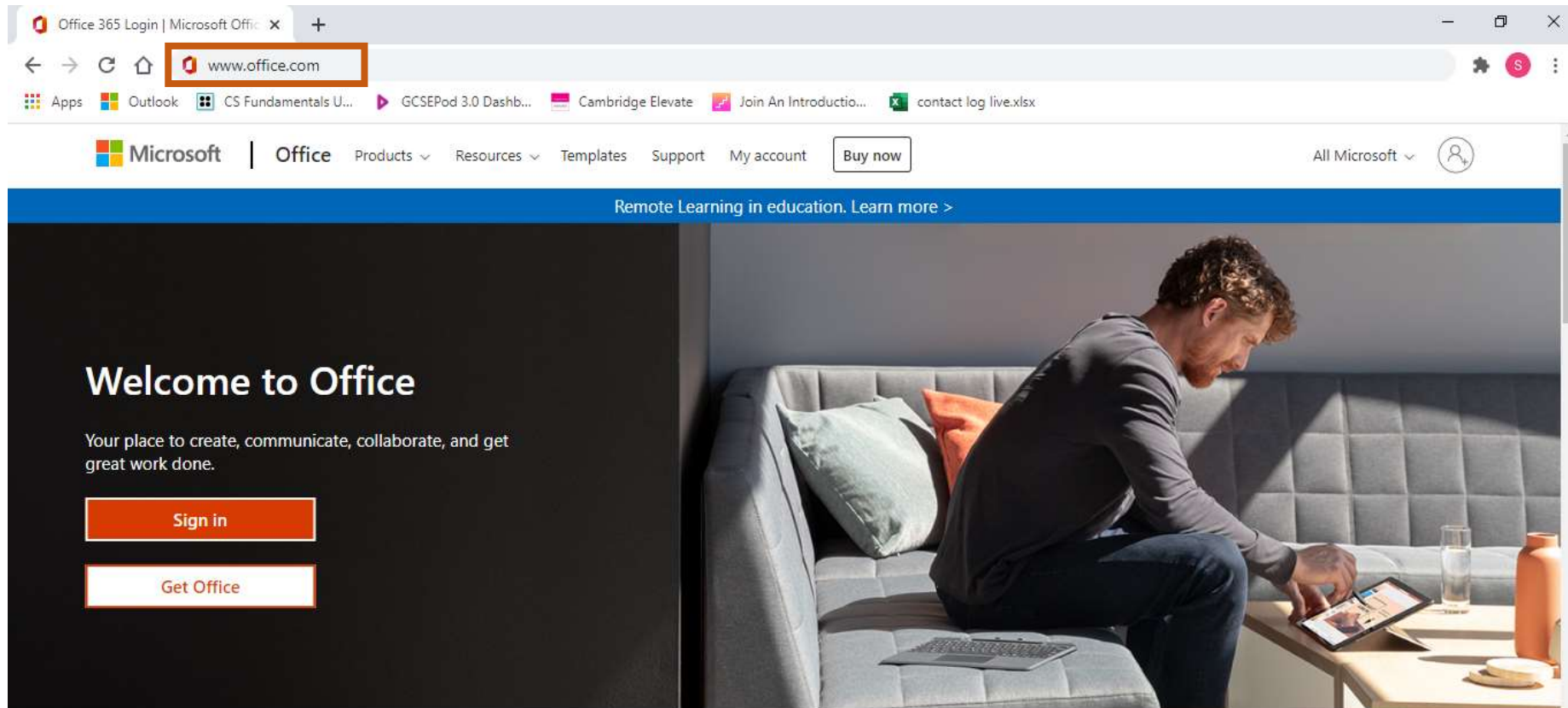


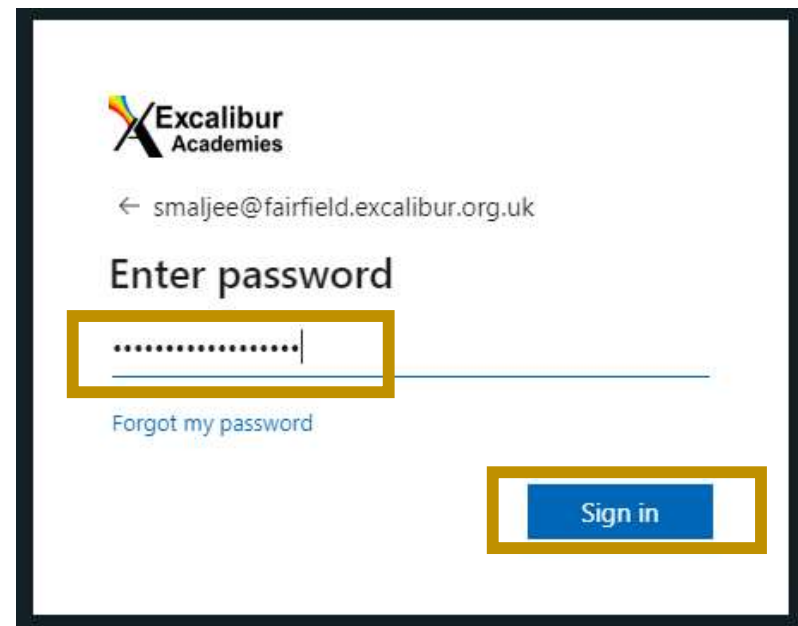
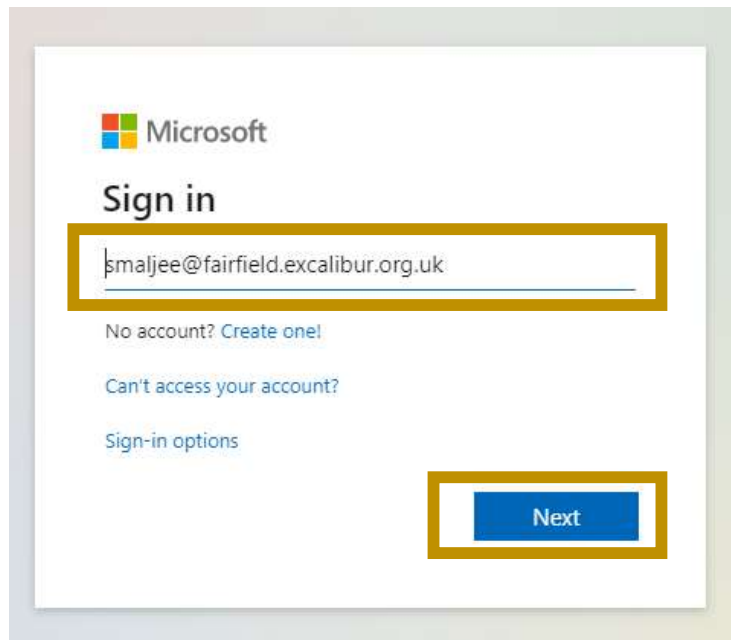
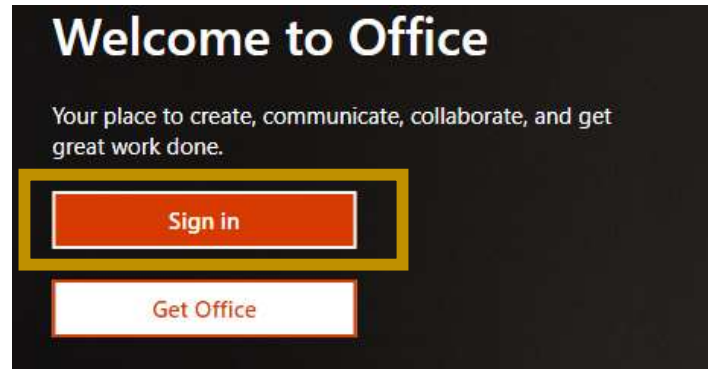
# How to Access your School Emails

**Step 1:** Logon on to your school email account. Open Chrome, Internet Explorer or Firefox, and start by going to [www.office.com](http://www.office.com):



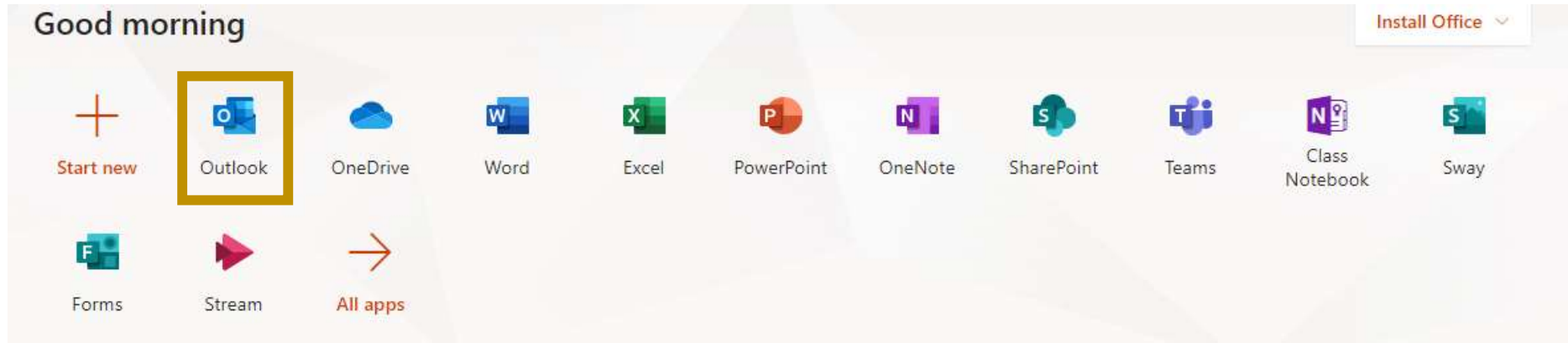
# How to Access your School Emails

**Step 2:** Click the orange **'Sign in'** button. Sign in with your school email address, which is your [username@fairfield.excalibur.org.uk](mailto:username@fairfield.excalibur.org.uk). Your password is the same as the one you use to log into the school computers.

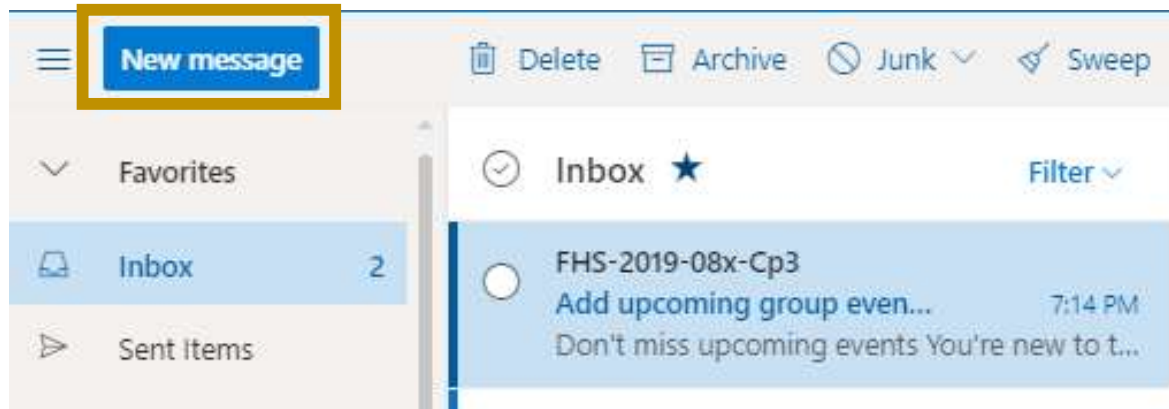


# How to Access your School Emails

Step 3: To check your email click on the **Outlook** option.



Step 4: Click 'New Message' to send a teacher a message:



# How to Access your School Emails

Step 5: Click the button highlighted below to reply to a teacher's email:

