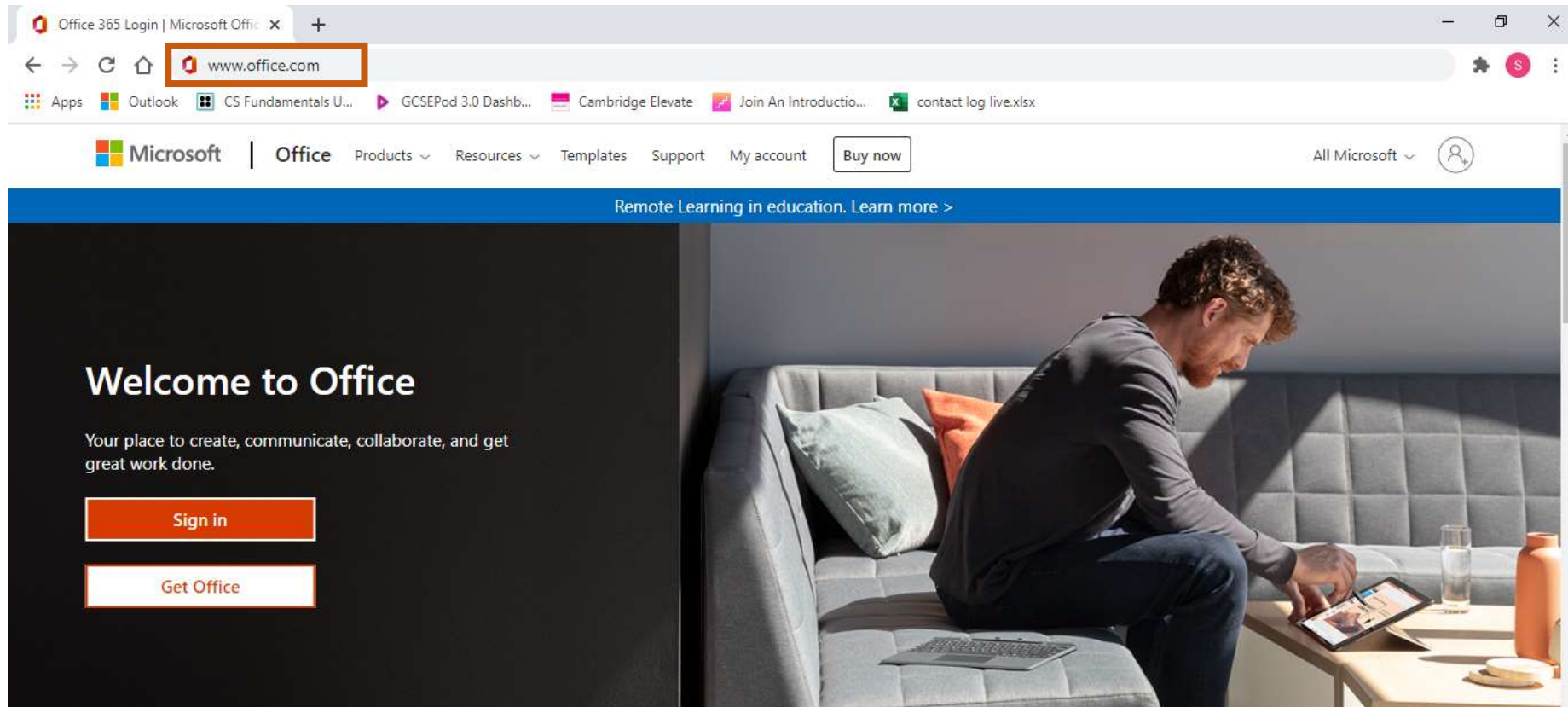


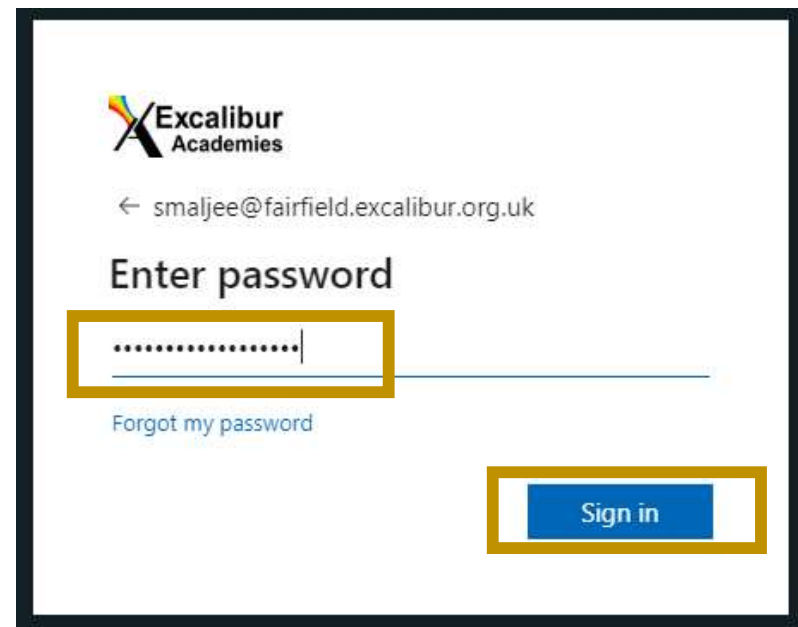
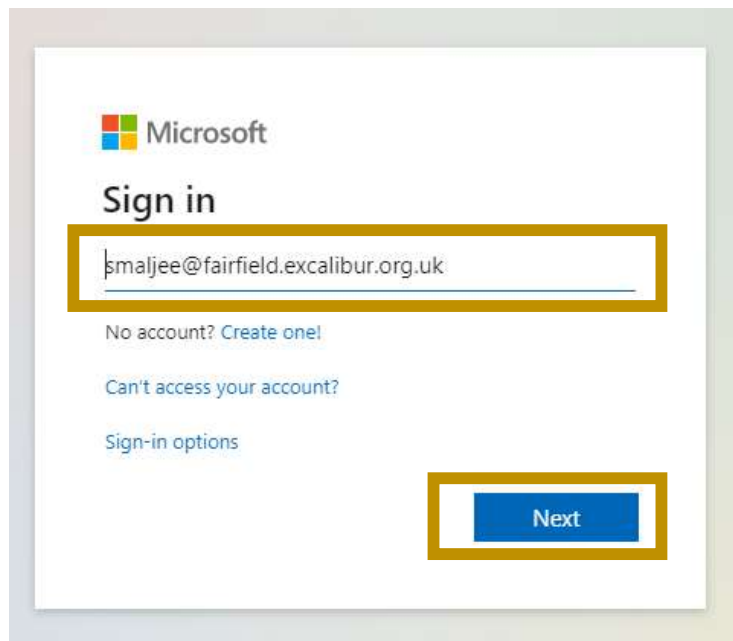
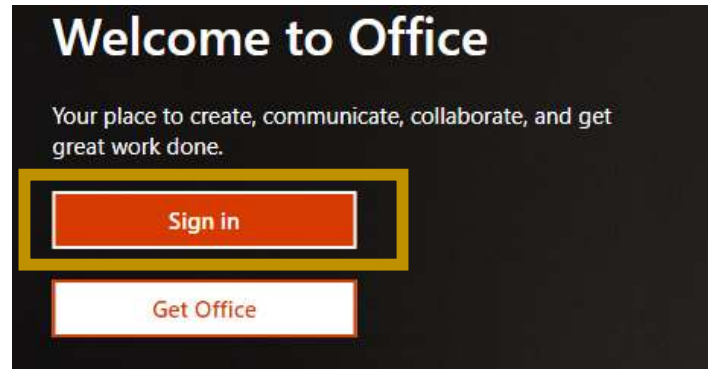
How to Access your School Emails

Step 1: Logon on to your school email account. Open Chrome, Internet Explorer or Firefox, and start by going to www.office.com:



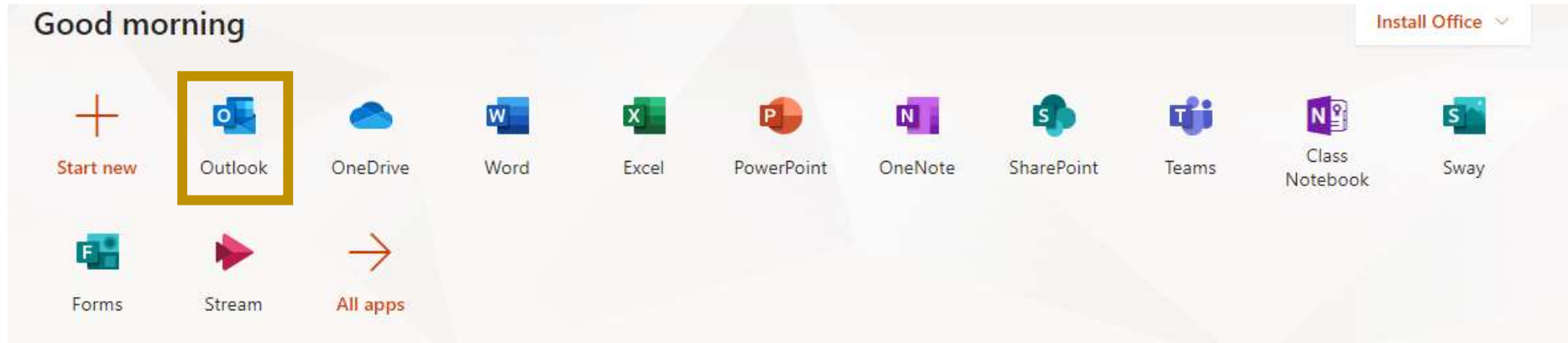
How to Access your School Emails

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

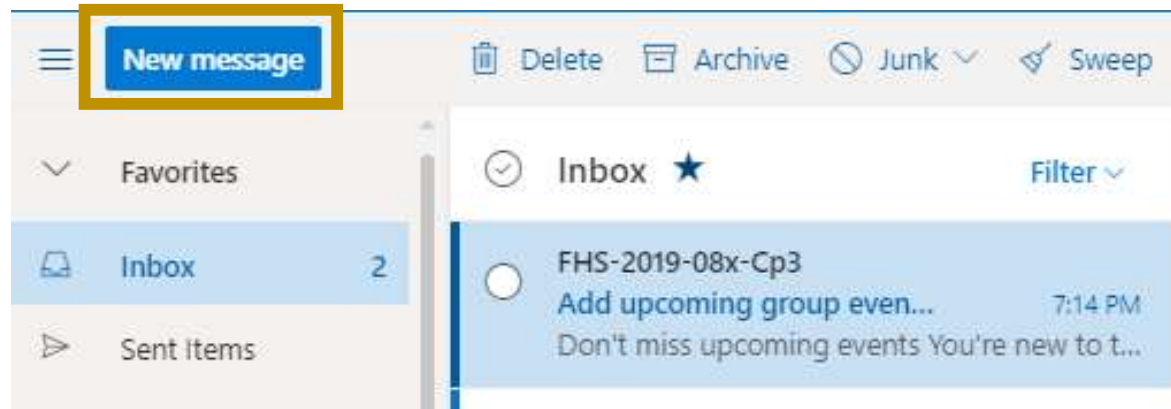


How to Access your School Emails

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:

