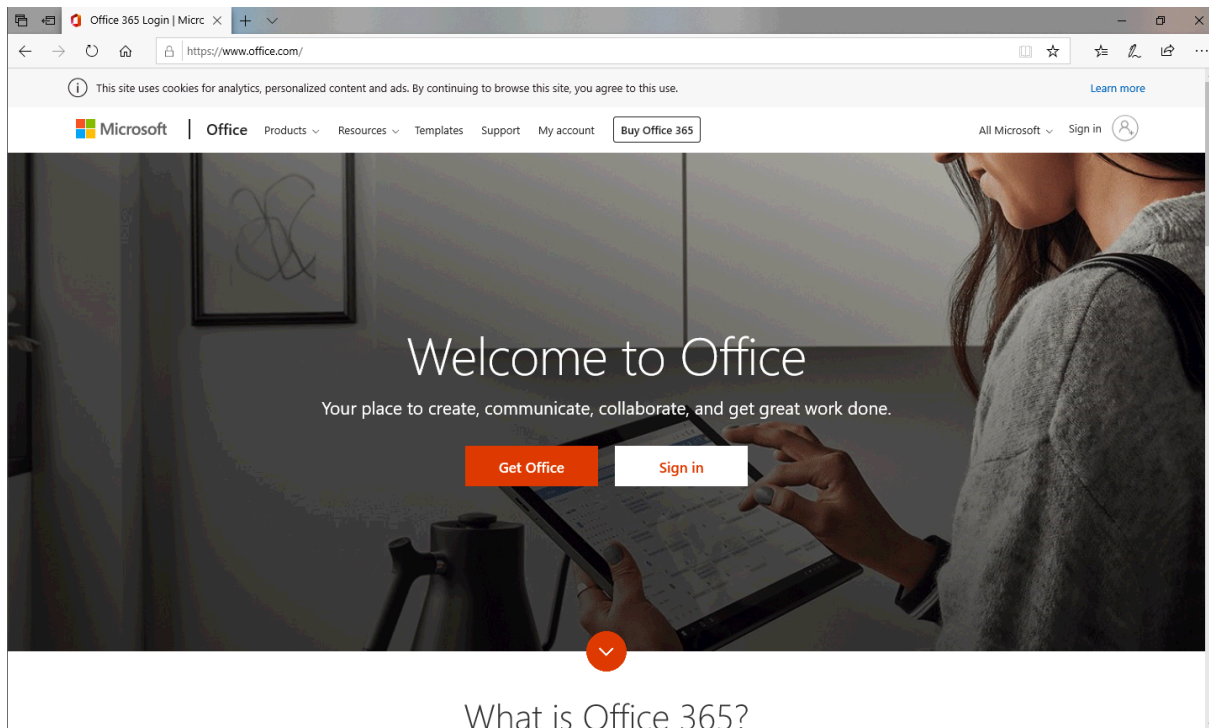


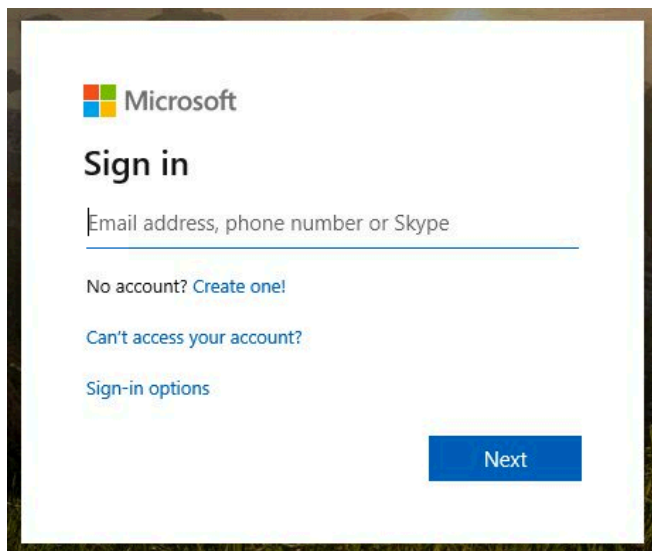
Accessing your email from home

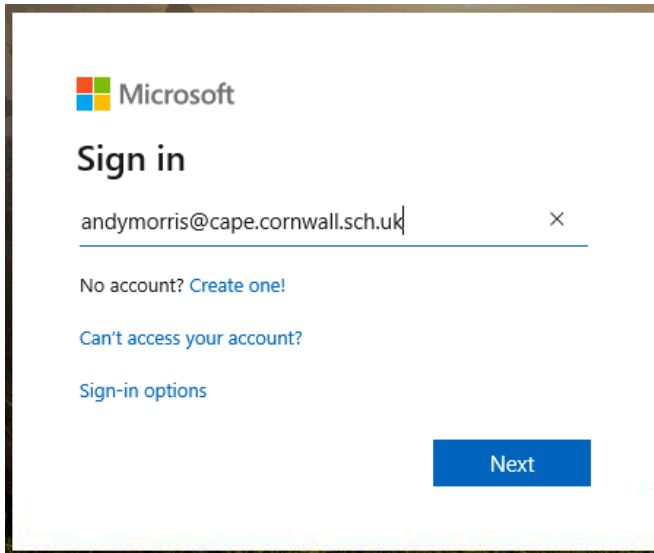
You can access your School email from home by following these instructions:-

Connect to www.office.com



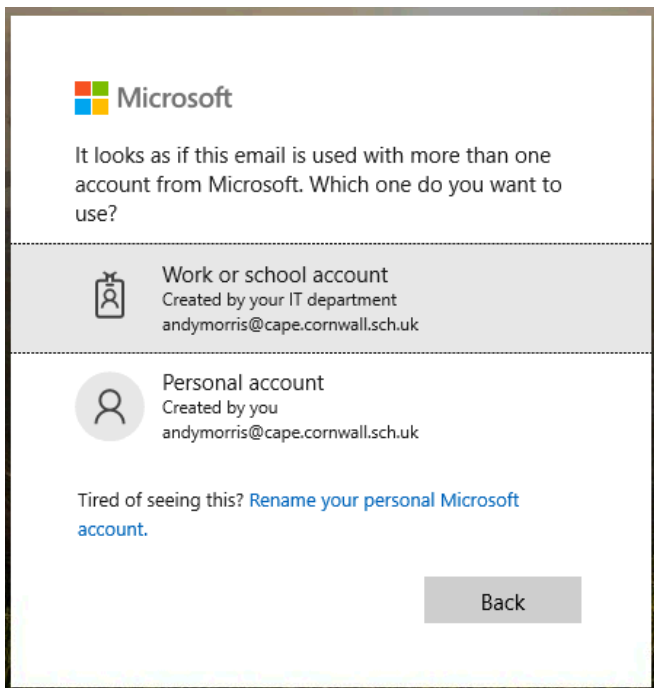
Click on Sign In and enter your school email address. For Staff and Students it is your school username followed by @cape.cornwall.sch.uk



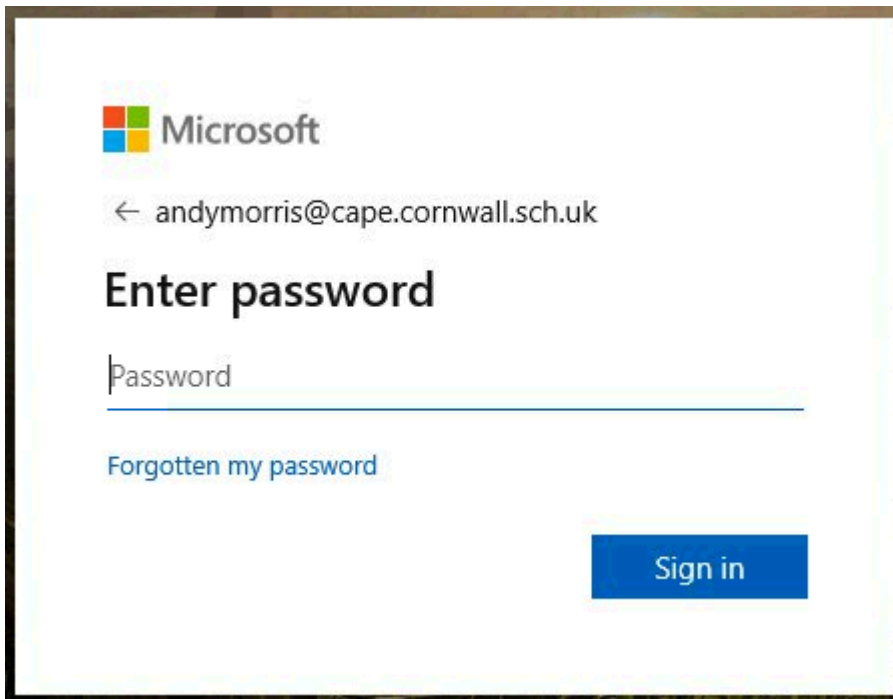


Click on Next

If you have more than one account with Microsoft you may get the following screen. Choose the “Work or school account” option



Enter your normal School password and click on Sign In.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address andymorris@cape.cornwall.sch.uk with a back arrow. The main heading is "Enter password". Below this is a password input field with a blue underline and a cursor. Underneath the input field is a link that says "Forgotten my password". At the bottom right is a blue button with the text "Sign in".

If your username and password are correct, you will get the following question, please choose No.



The image shows a Microsoft dialog box. At the top left is the Microsoft logo. Below it is the email address andymorris@cape.cornwall.sch.uk. The main heading is "Stay signed in?". Below this is the text "Do this to reduce the number of times you are asked to sign in." followed by a checkbox and the text "Don't show this again". At the bottom are two buttons: a grey button labeled "No" and a blue button labeled "Yes".

You will now be shown a similar screen to the image below. Clicking on the Outlook icon will give you access to your emails.

You can also use Word/Excel/Powerpoint/etc to open or edit documents, even if you do not have Office installed at home.

