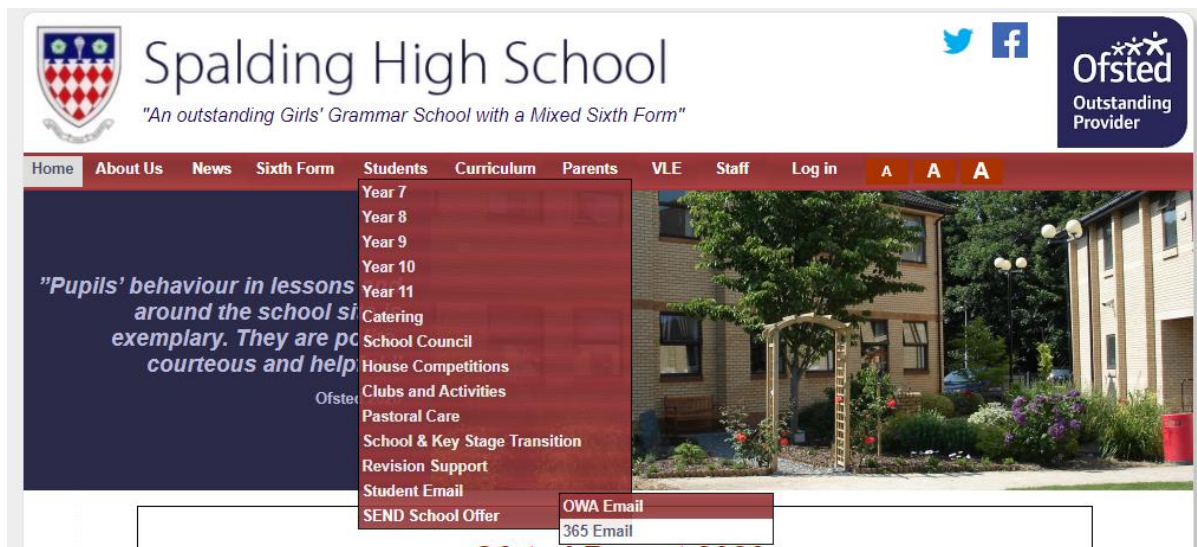


Information for Accessing School Email Post 365 Migration

Please use the following notes to access your school email account after the migration to 365 email process has taken place.

- Access your school email from the following link <https://outlook.office365.com/>.
- Alternatively, you can access your email through the school website via *Students, Student Email, 365 Email* (see below).



- Regardless of which method you choose, you will need to enter your username and password.
 - **Username:** this is same username that you use to log in to the computers at school and Microsoft Teams e.g. 18P_Smith_J@spaldinghigh.lincs.sch.uk. Please do not enter your email address.
 - **Password:** again, this is the same password that you use to log in to the computers at school and Microsoft Teams.
- Please use the Microsoft Edge browser for the best experience using 365.
- Following migration of your email account to Office 365, you will have access to your calendar in Microsoft Teams.