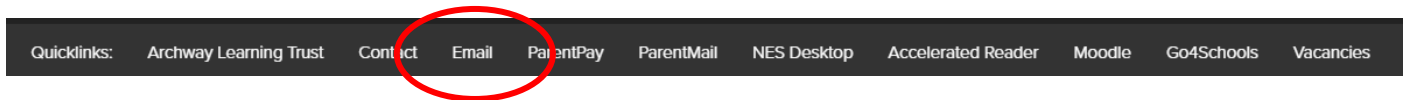
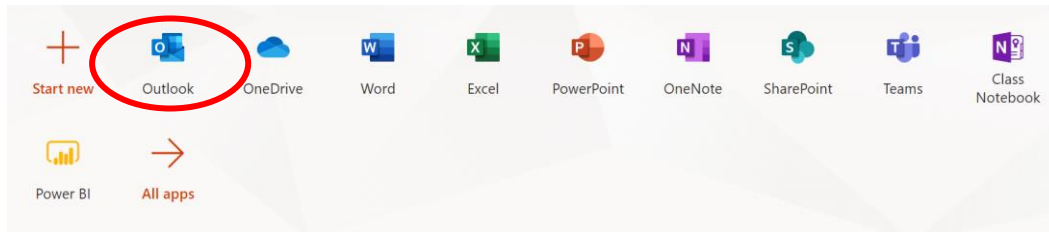


Accessing your School Emails

1. Go to www.emmanuel.nottingham.sch.uk
2. Scroll down to the bottom of the page and click on **Email** (this might be covered by a cookies pop-up. If so, click OK and the links will appear).



3. A range of Microsoft Apps will appear. Click on Outlook



4. Type in your school email address and click on 'Sign in'. (You may not need to do this if you have signed in previously on your device)

A sign-in form with a text input field labeled "Email address" and a "Sign in" button.

5. Type in your password (the same one you use to get onto school computers) and click 'sign in'

A password sign-in form with the heading "Enter password", a "Password" input field, and links for "Forgot my password" and "Sign in with another account". A "Sign in" button is at the bottom right.

6. You may be asked to decide if you want to 'stay signed in'. If you don't share a device, this is a good idea to avoid having to type your details in each time. Otherwise, click 'no'.

A "Stay signed in?" prompt with the text "Do this to reduce the number of times you are asked to sign in." and a checkbox labeled "Don't show this again". Below are "No" and "Yes" buttons.

7. You will now be able to see your emails. If you think you haven't received something you should have, remember to check both 'focused' and 'other' emails above the list of emails.

