



Accessing Email at Home and Out of School



Your school email account can be accessed when you are not in school at your surface, from any computer with an internet browser.

01 Visit the school website

On a computer at home or away from school open a web browser, such as Microsoft Internet Explorer

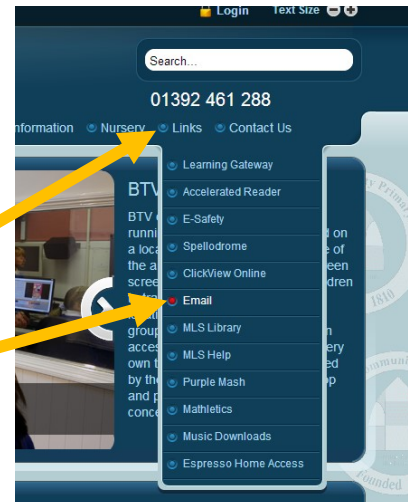
Go to the school website—www.bcps.org.uk



02 Use the LINKS menu

Click on the LINKS menu item from the menu across the top of the website.

Choose the EMAIL item by clicking it



03 Use your username and password

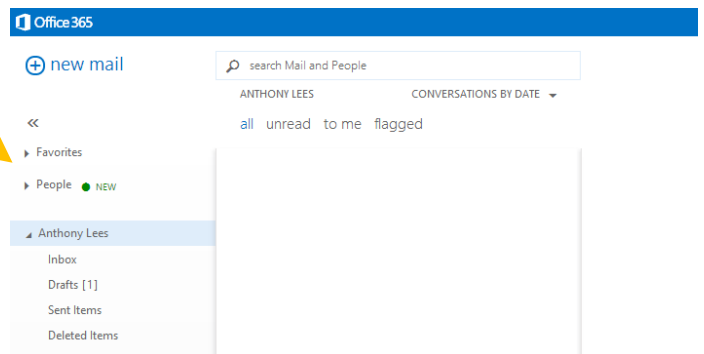
On the Office365 page, use your school email address and password to login. You can find these out by asking in the office.



Sign in with your organizational account

04 View your email messages

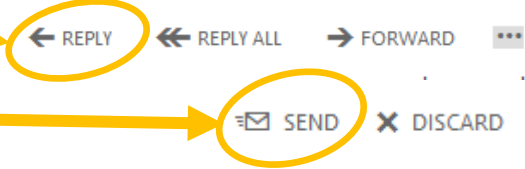
On the Outlook page you will see your email folders list down the left edge, just like in school, and by clicking on each folder you can view the list of messages. Clicking a message displays the full email on the right, or the whole conversation.



05 Reply to a message

Above the chosen message you can choose the option to reply to the message.

Once the new message is written, choose SEND to send your reply.



06 Send a new message

Choose New mail in the top left corner to write a new message. Look at all the formatting options you have! On the To: line you can type a name and it will be found from your school email address book!



+ new mail

Once it is finished, click on SEND to send it to the recipient.

