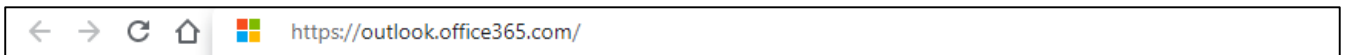


How to Open and Read Emails Using Outlook

1. Type the following website address in to the bar at the top of your internet browser:

<https://outlook.office365.com/>



2. A new page will open, asking for your email address. Type in your email address. It will be your surnameinitial.year@maghullhigh.com.

For example:

Year 7 – smithP.19@maghullhigh.com

Year 8 – smithP.18@maghullhigh.com

Year 9 - smithP.17@maghullhigh.com

Year 10 - smithP.16@maghullhigh.com

Year 11 - smithP.15@maghullhigh.com

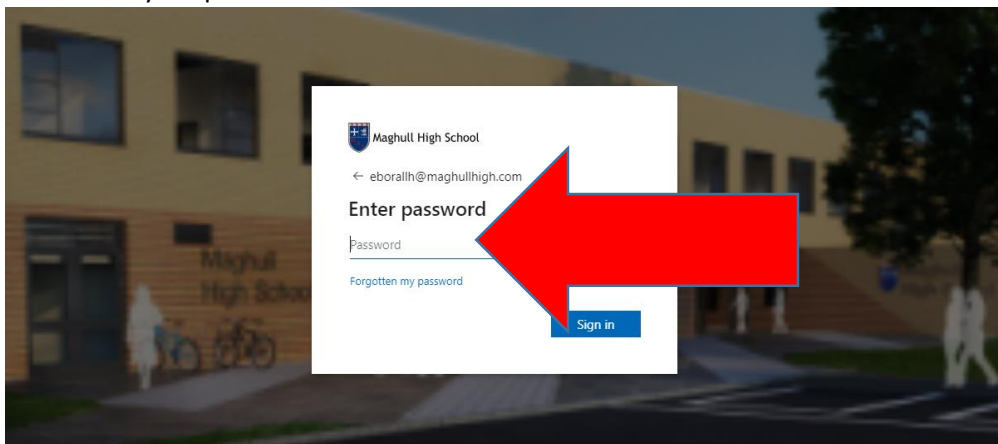
Year 12 - smithP.14@maghullhigh.com

Year 13 - smithP.13@maghullhigh.com

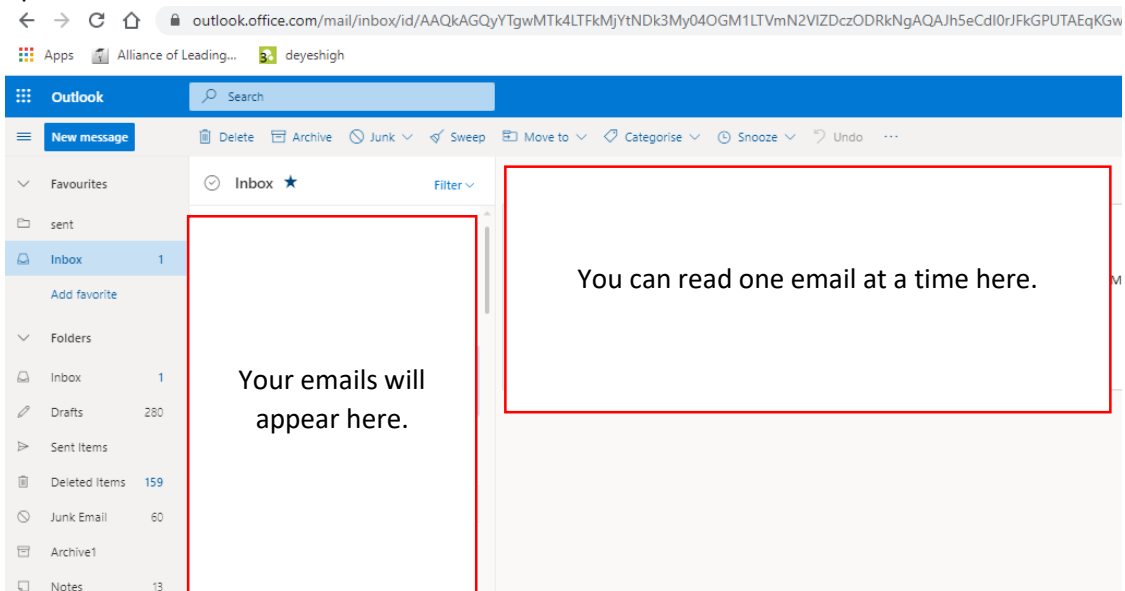
Year 14 - smithP.12@maghullhigh.com

If you entered your email in correctly the school logo will appear.

3. Then enter your password.

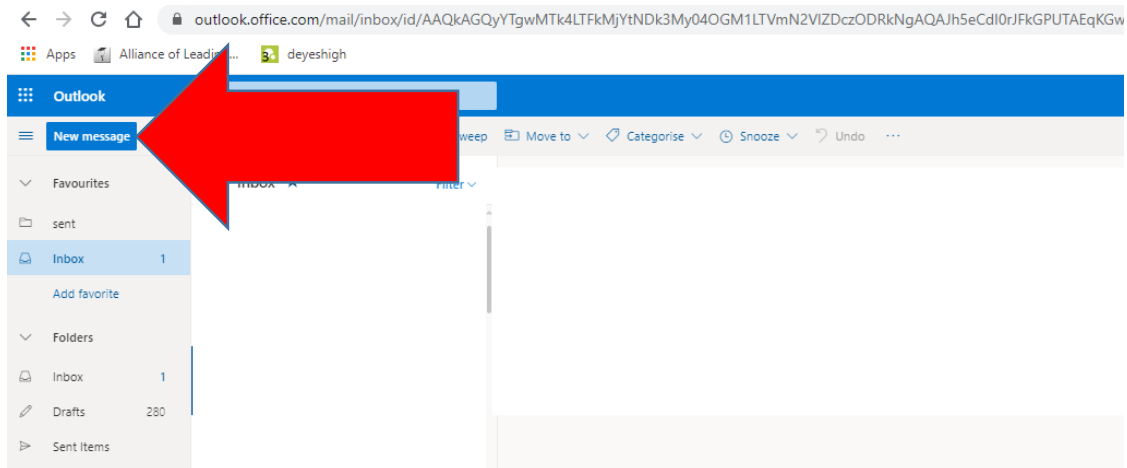


4. When logged in a new page will open. Your emails will appear in the middle column. Click on the email to open it.



How to Send an Email Using Outlook

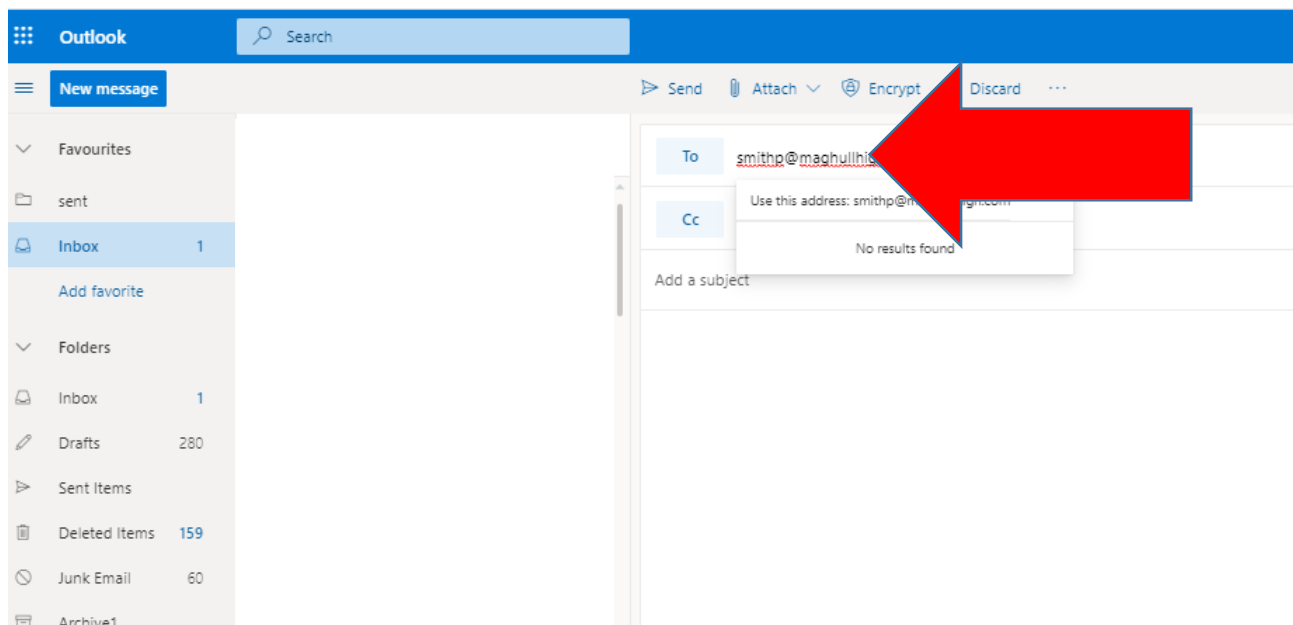
1. To send a new email select 'New Message' in the top left hand corner.



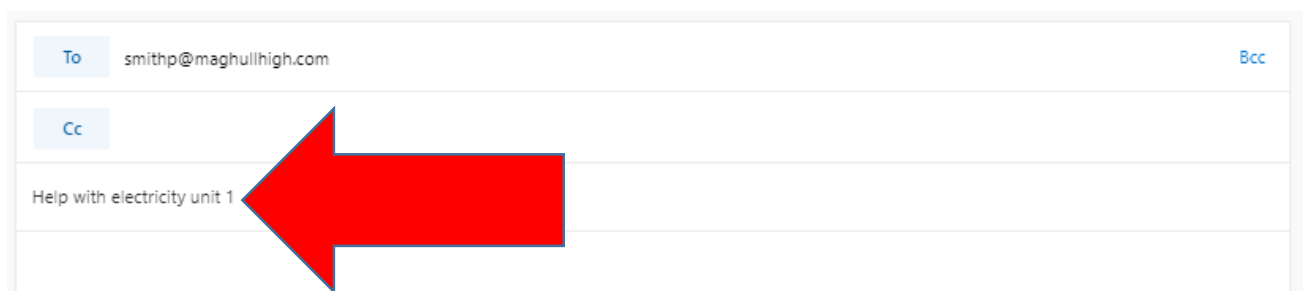
2. Type in the email address which you wish to send the email to.

Your teachers' email will be: surnameinitial@maghullhigh.com e.g. SmithP@maghullhigh.com

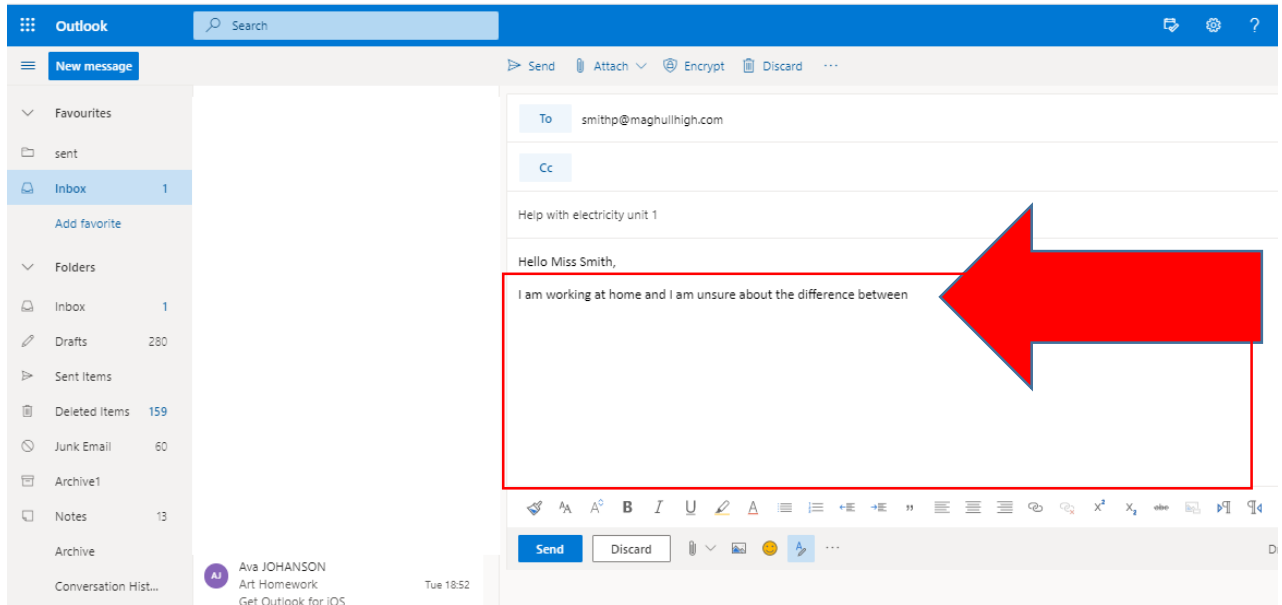
All teachers email addresses are on the school website on the 'Curriculum' page.



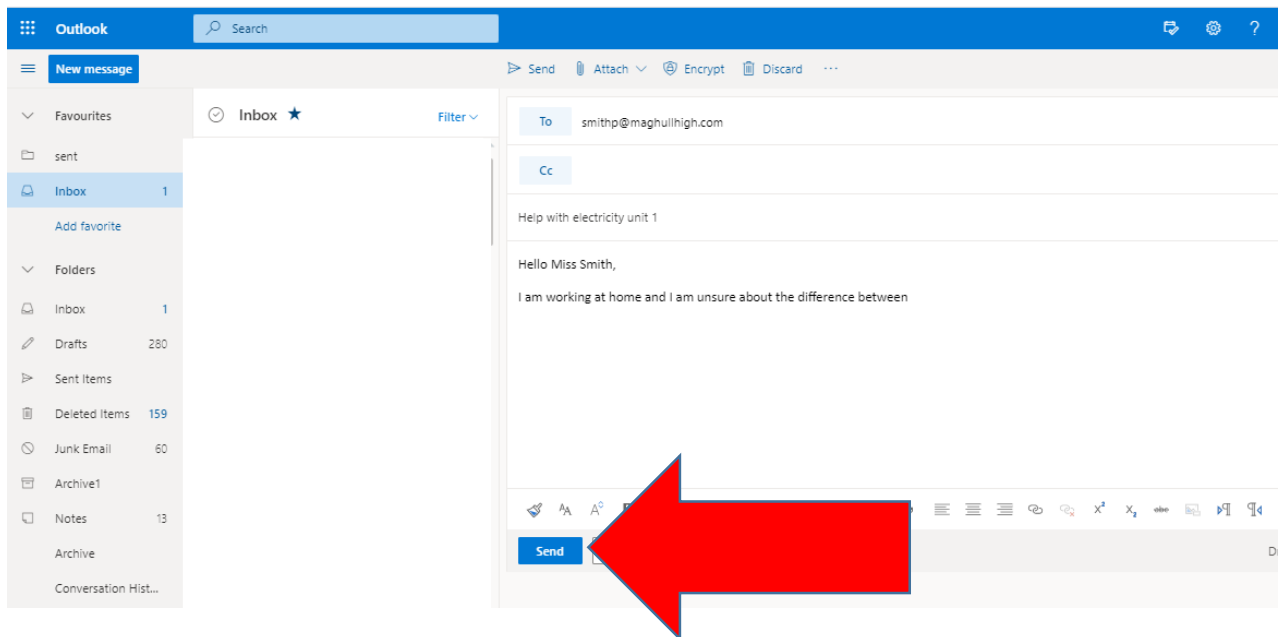
3. Type the topic which you would like to discuss in the box which states 'Add a subject'. Examples of what you might write include: 'Help with electricity unit 1', 'Support with my fractions'.



4. Then in the large white box type your message.



5. When you are happy with your message and you have explained the situation in full click 'Send' at the bottom of the page.



Who to email:

If you have a question about your classwork email your class teacher. Their email will be: surnameinitial@maghullhigh.com e.g. SmithP@maghullhigh.com.

All teachers email addresses are on the school website on the 'Curriculum' page.

If you have a technical issue, or require IT support email roscoem@maghullhigh.com

It will help if you take a screenshot of the problem you are having if it is technical.