

# Accessing your Student Email Account at Home

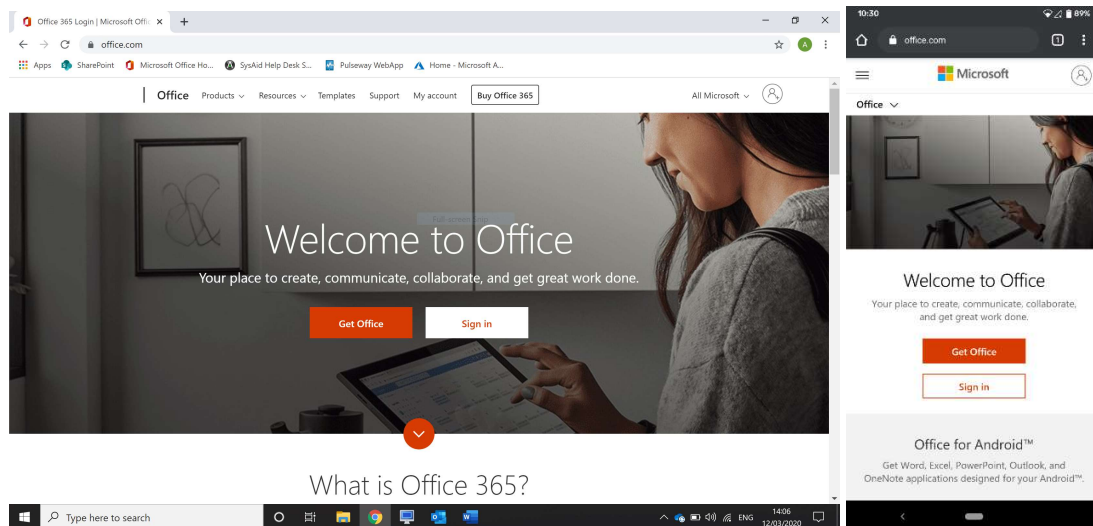
1. On your computer (PC or Apple) or phone, please open the browser (such as Chrome, Firefox, Safari or Edge).



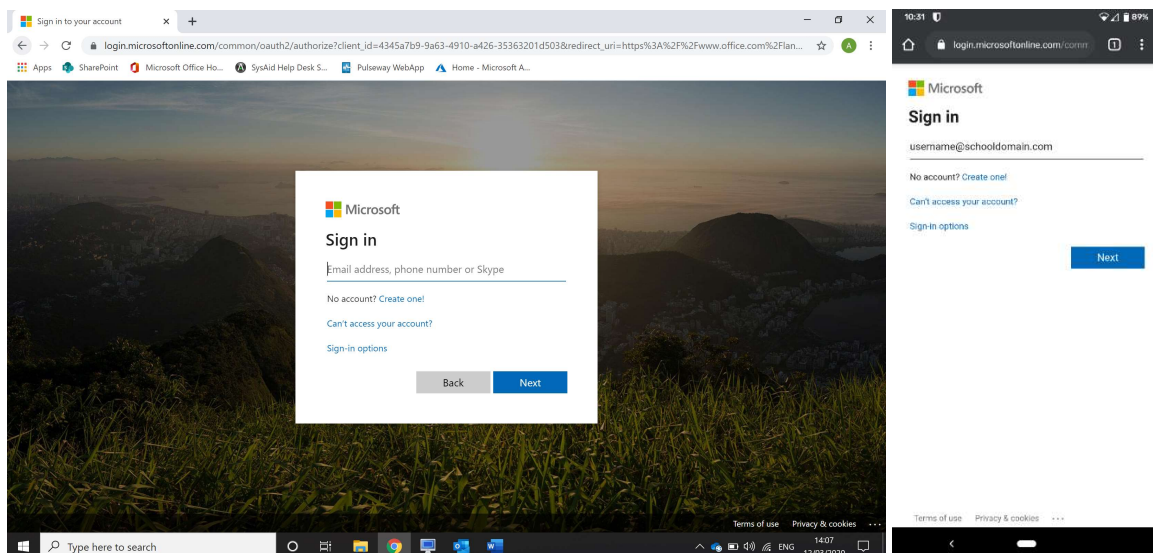
2. Once the browser has opened, enter the following address into the address bar at the top: -

**www.office.com**

3. When this has loaded, please click on the “Sign in” button:



4. You will be prompted to enter your e-mail address, e.g. [19BloggsJ@featherstone.academy](mailto:19BloggsJ@featherstone.academy) (the year you started at Featherstone, your surname and your first initial followed by @featherstone.academy)



5. Click next and once prompted, please enter your password – this is the same one you use within the school when on a school computer.

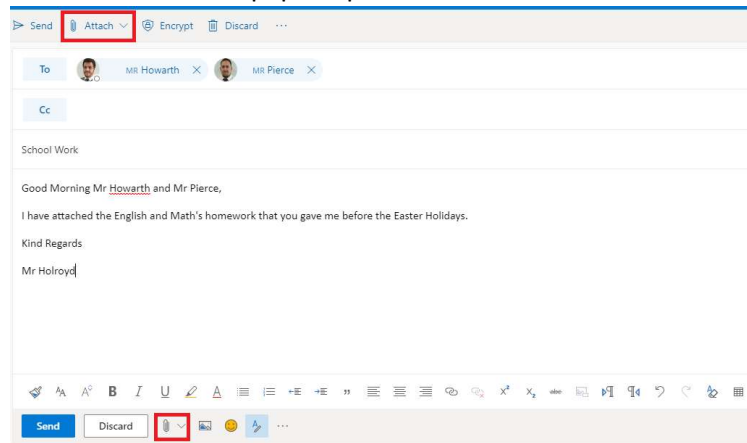
6. To access your e-mails, click on the Outlook icon:



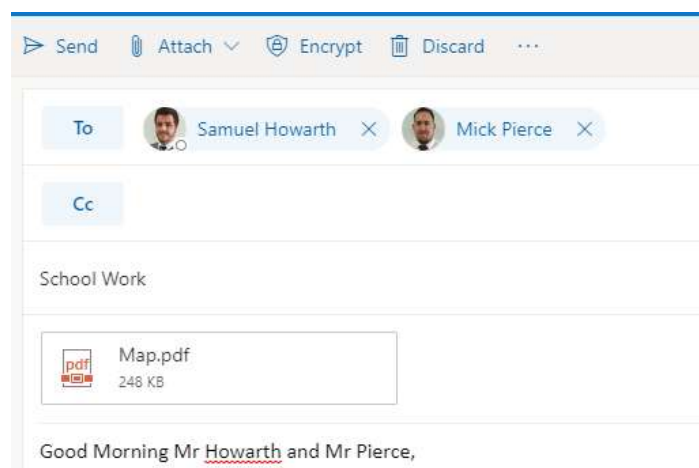
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## How to send an email and attachment:

1. Click on New message
2. Type the email Address/Address's you would like to send the email in the TO box, Type in the subject of the email in the Subject box and type a message into the large text box.
3. To attach a file click on Attach or the paperclip icon.



4. Click browse this Computer.
5. Select the file you would like to attach on the PC and press open.
6. When the file is attached it will look like this.



7. When you are ready to send the email press the send button