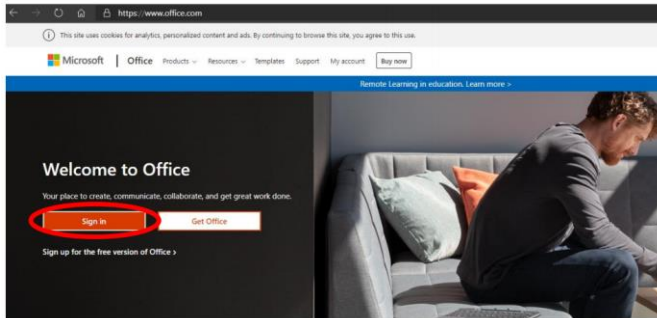
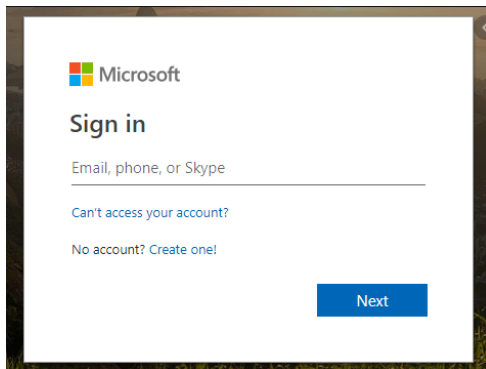


How to login to your school e-mail account

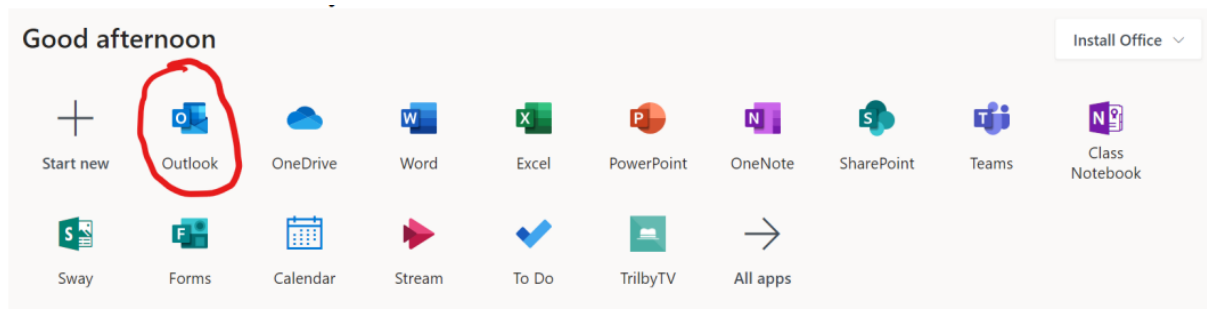
1. Go to www.office.com



2. Enter your e-mail address and your password.

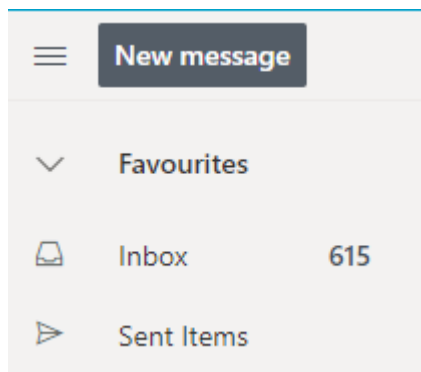


3. Click **outlook** to access your e-mail.



4. You can install office on your computer at home if you don't already have it.

5. Click on **inbox** to see the e-mails you have received.



What happens if I can't log in?

Make sure you are entering your password correctly and not using capital letters?

Try and change your email address. Sometimes your address may have a full stop between your first initial and surname (like j.bloggs) and sometimes it will have the full stop between the year and your name (2025.jbloggs).

If both the above do not work please email info@arkjohnkeatsacademy.org and give your full name and year group and we will email you back your details.