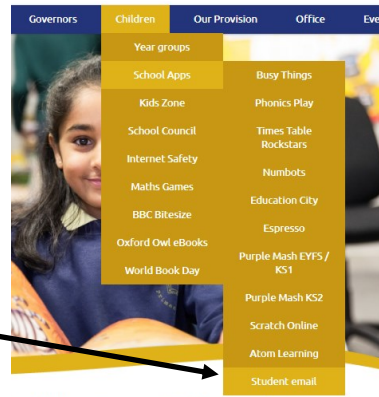
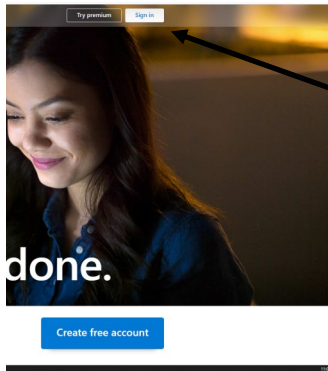


How to use email at home

1. Open up a web browser and type: www.girlingtonprimary.co.uk



2. Click on **Children—School Apps— Student email**

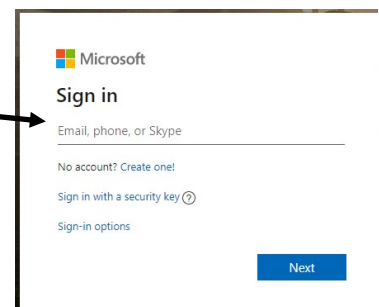


3. On the Microsoft Outlook page click on Sign In

4. Type in your **email address** then click **Next**

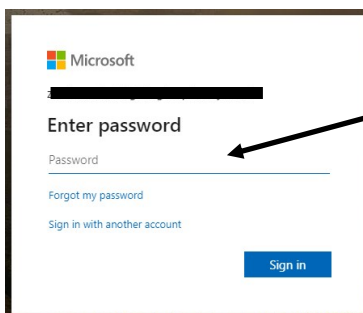
Eg. `First.surname@girlingtonprimary.co.uk`

Remember to leave no spaces



5. Now type in your password then click Sign In

If you can't sign in check your spelling.



6. click **No**





Choose your preferred display language and home time zone below.

Language:

English (United States) ▼

- English (St Helena, Ascension, Tristan da Cunha)
- English (Sudan)
- English (Swaziland)
- English (Sweden)
- English (Switzerland)
- English (Tanzania)
- English (Tokelau)
- English (Tonga)
- English (Trinidad and Tobago)
- English (Turks and Caicos Islands)
- English (Tuvalu)
- English (U.S. Outlying Islands)
- English (U.S. Virgin Islands)
- English (Uganda)
- English (United Kingdom)**
- English (United States)
- English (Vanuatu)
- English (World)
- English (Zambia)
- English (Zimbabwe)

7. Language

Click on the arrow and choose **English (United Kingdom)**



Choose your preferred display language and home time zone below.

Language:

English (United Kingdom) ▼

Time zone:

- (UTC-12:00) International Date Line West
- (UTC-02:00) Coordinated Universal Time-02
- (UTC-02:00) Mid-Atlantic
- (UTC-01:00) Azores
- (UTC-01:00) Cabo Verde Is.
- (UTC) Coordinated Universal Time
- (UTC+00:00) Dublin, Edinburgh, Lisbon, London**
- (UTC+00:00) Monrovia, Reykjavik
- (UTC+01:00) Casablanca
- (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
- (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
- (UTC+01:00) Brussels, Copenhagen, Madrid, Paris
- (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb
- (UTC+01:00) West Central Africa
- (UTC+02:00) Tripoli
- (UTC+02:00) Windhoek
- (UTC+02:00) Amman
- (UTC+02:00) Athens, Bucharest
- (UTC+02:00) Beirut
- (UTC+02:00) Cairo
- (UTC+02:00) Chisinau

8. Time Zone

Click on the arrow and choose

(UTC + 00:00) Dublin, Edinburgh, Lisbon, London



Choose your preferred display language and home time zone below.

Language:

English (United Kingdom) ▼

Time zone:

(UTC+00:00) Dublin, Edinburgh, Lisbon, London ▼

9. Click Save

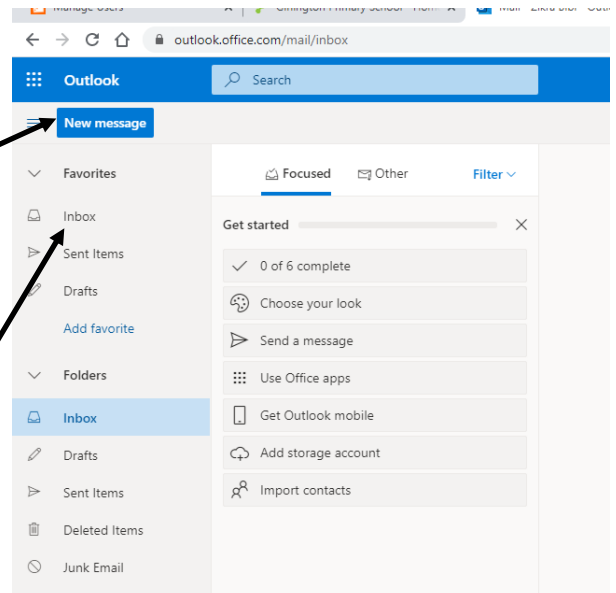
Save

10. New Message

Click here to write an email to your teacher.

Inbox

This is where you will receive new messages



This is how we stay safe when we use computers:

I understand that I am responsible for my own actions.

I will use my knowledge of internet safety to guide me whenever and wherever I am online.

I will only use the network, Internet and e-mail when a teacher has given permission.

I will only access the network with the login and password I have been given and I will keep my password secret.

I will not access other people's files without their permission.

I understand that the school will check my computer files and monitor the internet sites I visit.

I will respect copyright and not copy anyone's work and call it my own.

I will not bring in software from outside school and try to use it on the school computers.

I will only e-mail people I know, or a teacher has approved.

I will be polite and responsible when sending e-mail and will not forward any chain letters.

I will not give any personal details to anyone on the Internet or in any e-mail or arrange to meet anyone out of school.

I will report any unpleasant material to a teacher immediately because this will help protect other pupils and myself.

I will discuss internet safety issues with my parents or carers and uphold any rules for safe internet use in my home.

I know that if I break the rules I might not be allowed to use a computer.

I will only email my teacher and not anyone else.

Always remember to sign out.