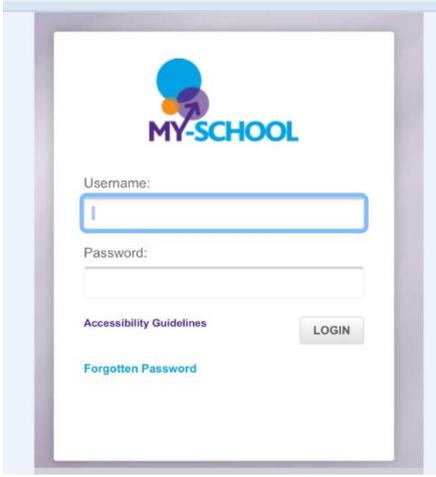


How to Access MySchool Email Remotely

In your chosen browser (Internet Explorer, Google Chrome, Firefox etc) search for “myschool”.

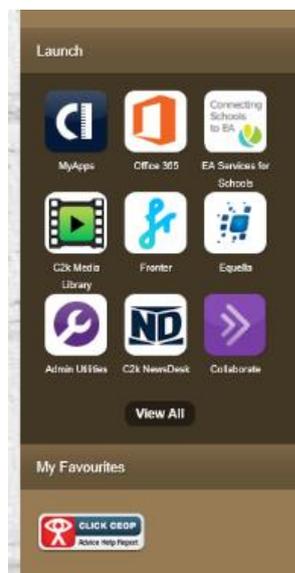
Click on the My-School-Login link which will present a screen as below.

A screenshot of the MySchool login page. At the top center is the MySchool logo, which consists of three overlapping circles in blue, purple, and orange above the text "MY-SCHOOL". Below the logo are two input fields: "Username:" with a blue border and "Password:" with a white border. To the left of the password field is a small link for "Accessibility Guidelines". To the right of the password field is a grey "LOGIN" button. Below the password field is a blue link for "Forgotten Password".

Enter your username as you would in school – i.e. jsmyth123 followed by your password and click on login.

If your browser prompts you to “Save Password” choose “never”.

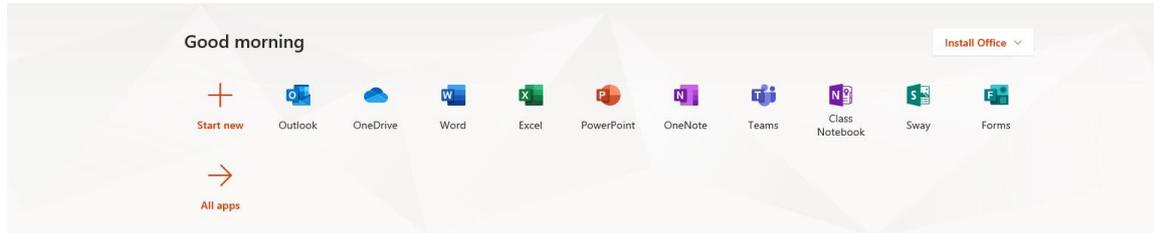
On the right hand side of the screen, you will see your apps, as normal.



Click on “Office 365”

If you get a “stay signed in?” message, please select “no”.

Your screen will look something like this below.



Please double click on "Outlook".

You should now have access to your mail.

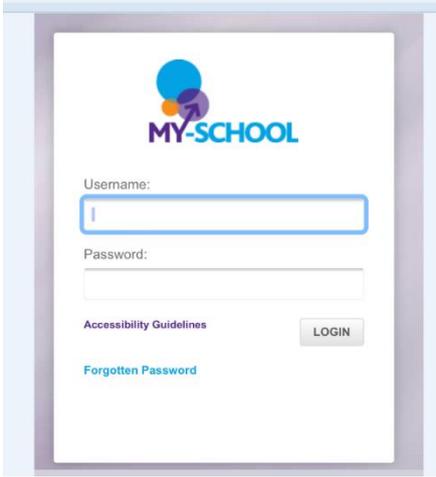
To log out of Office, click on your initials within the green circle at the top right hand corner of your screen and select "sign out".

To log out of My School, select "Log Out" at the top right hand corner of your screen.

How to access MySchool Files (and Fronter) remotely

In your chosen browser (Internet Explorer, Google Chrome, Firefox etc.) search for “myschool”.

Click on the My-School-Login link which will present a screen as below.

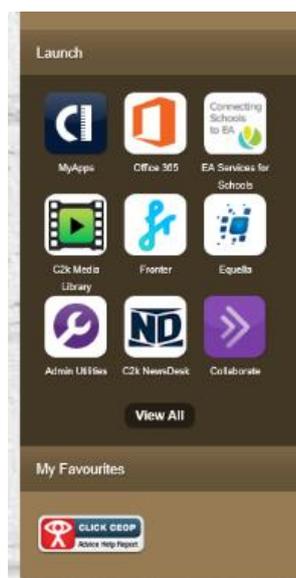


The screenshot shows the MySchool login interface. At the top is the MySchool logo, which consists of three overlapping circles in blue, purple, and orange above the text "MY-SCHOOL". Below the logo are two input fields: "Username:" with a blue border and "Password:" with a grey border. To the right of the password field is a grey "LOGIN" button. Below the input fields are two links: "Accessibility Guidelines" and "Forgotten Password".

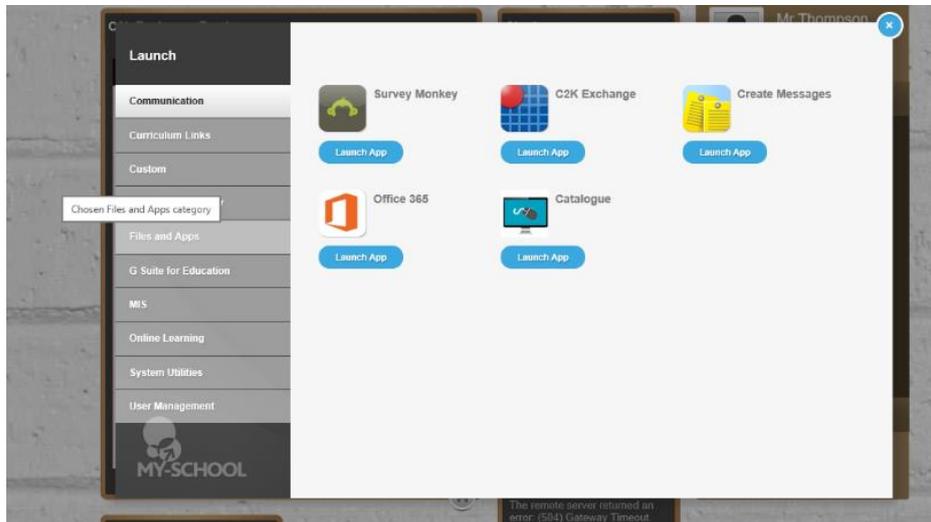
Enter your username as you would in school – i.e. jsmyth123 followed by your password and click on login.

If your browser prompts you to “Save Password” choose “never”.

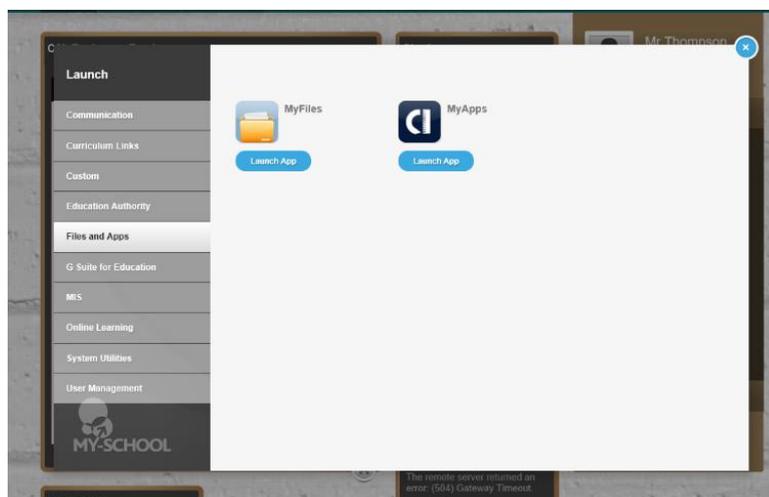
On the right hand side of the screen, you will see your apps, as normal. This will also allow you to access Fronter.



Click on View All and the following screen will appear



Choose Files and Apps, which will bring you to your personal MyFiles and MyApps.



Click on MyFiles to access your personal documents/files and shared resources from subject areas.

To log out of My School, select “Log Out” at the top right hand corner of your screen.