



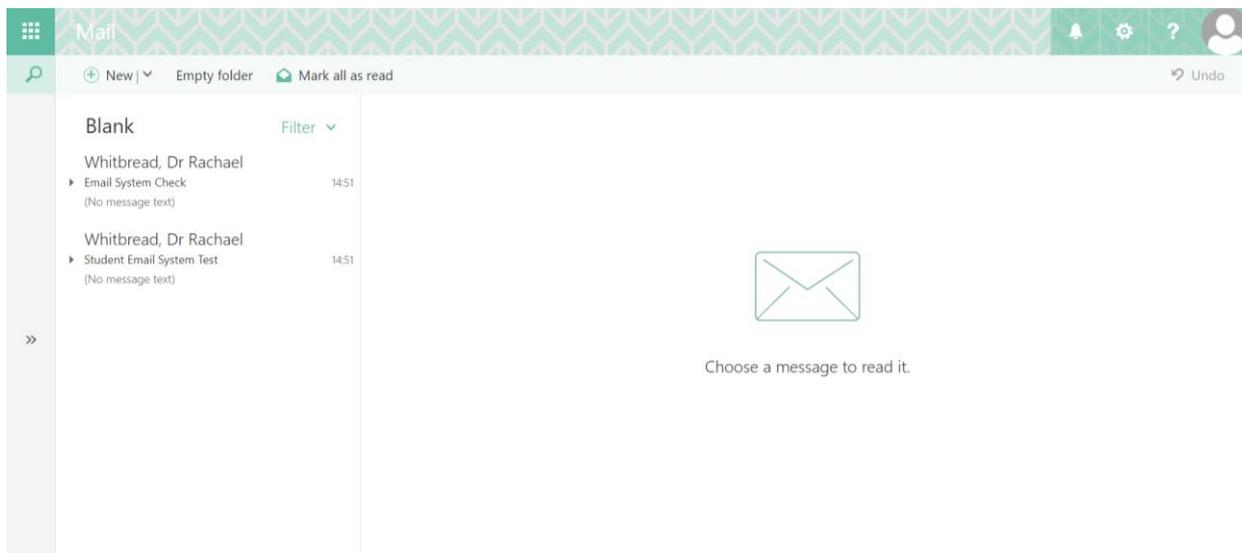
## Accessing and Sending Emails

You should always address an email to a member of staff with 'Dear ...' and their name. You should always sign off an email to a member of staff politely, e.g. 'Yours sincerely,' and then your name.

Log in to the Outlook email server:

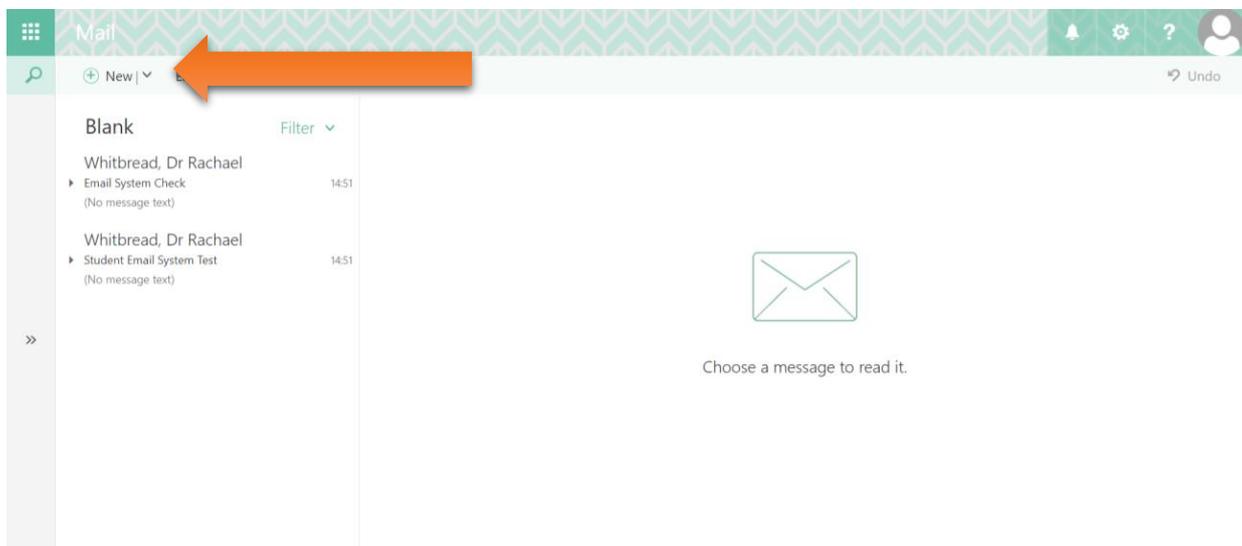
- Through a desktop shortcut
- View the School's website under 'Portals' and 'Webmail'

Your inbox will be visible on the screen once you log in:



You can read emails by selecting them from the list on the left-hand side of the screen.

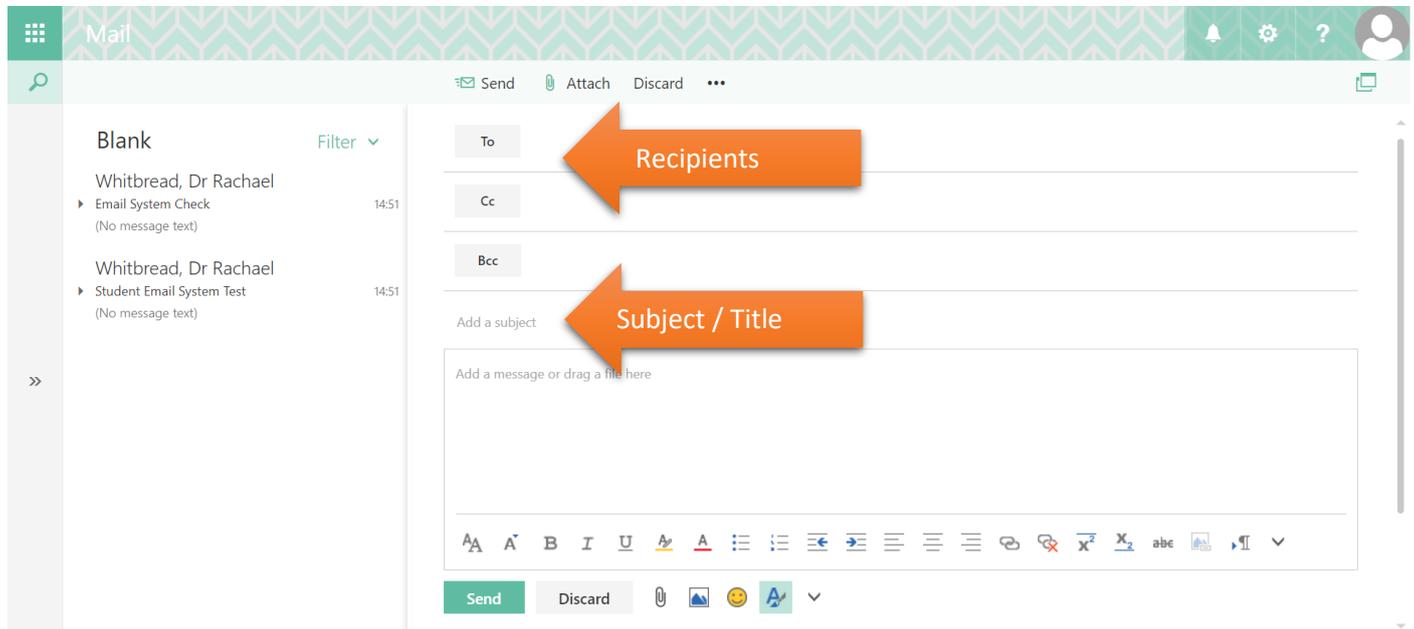
To compose an email, click the 'New' button towards the upper left of the screen,



You should type the recipient's name (if they are a student or teacher at the School) or email address into the address line.

You can CC anyone who you think should view the email for their information only.

You can BCC recipients if you don't want them to know who else you have sent it to.



Do not forget to add a subject / title for your email.

You can attach files to emails that you send, by selecting the paperclip symbol at the top and bottom of a new draft email.

