

Instructions for accessing New emails

Your email address and password has not changed but how **you access emails** has this year. You will no longer access your school email through Gmail/Google mail. All emails in Gmail can still be read but **new** emails will be directed to Outlook (Microsoft)

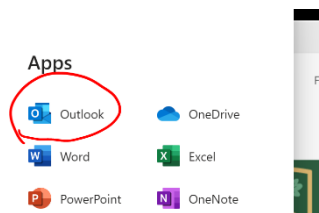
These Outlook emails can be accessed in a number of ways:

- 1) On an Android device or iPhone/iPad download the Outlook App



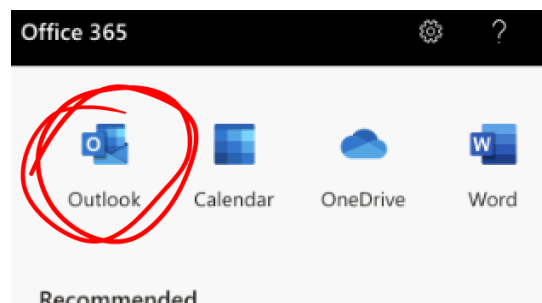
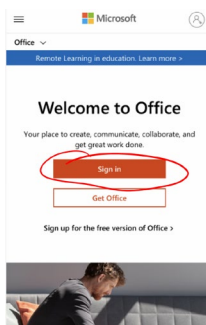
You will then need to log in with your school email and password (e.g. surname.forename@s.park-high.co.uk)

- 2) On a school computer



You will then need to log in with your school email and password. (e.g. surname.forename@s.park-high.co.uk)

At home on a computer



You will then need to log in with your school email and password. (e.g. surname.forename@s.park-high.co.uk)

All emails this year will go to Microsoft Outlook

Instructions for accessing Microsoft Teams



Microsoft Teams is an online learning area where you have already been enrolled in all your classes. Within Microsoft teams you will be able to access:

- **Files** from class teacher (such as lesson ppt and work sheets and word documents)
- Interact with online **assignments** that can be completed on your computer or phone
- Follow instructions left from your Teacher in the **Posts** (such as a reminder what you have covered in the lesson or a link to the ppt or GCSEPod clip)

This is a very similar online tool to Google Classroom, however it's much better, as the work will be specific to your class and from your teacher.

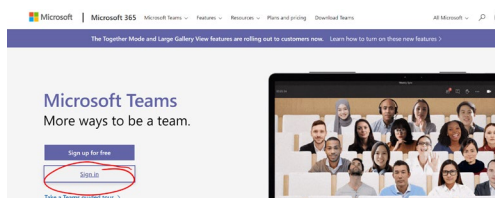
You can access Microsoft Teams in a number of ways:

- 1) On an android device or iPhone/iPad download the Microsoft Teams App



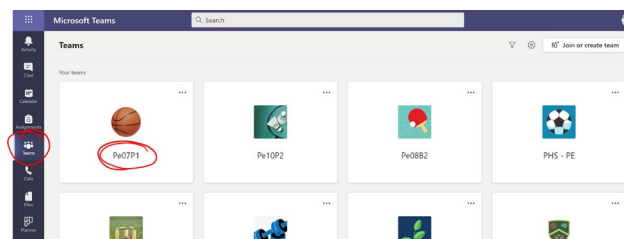
You will then need to log in with your school email and password. (e.g. surname.forename@s.park-high.co.uk)

On a computer on the internet open in a browser and search Microsoft Teams



You will then need to log in with your school email and password. (e.g. surname.forename@s.park-high.co.uk)

Once with within Microsoft Teams you can view all your classes



Inside this Microsoft Team you can view Post, Files and Assignments