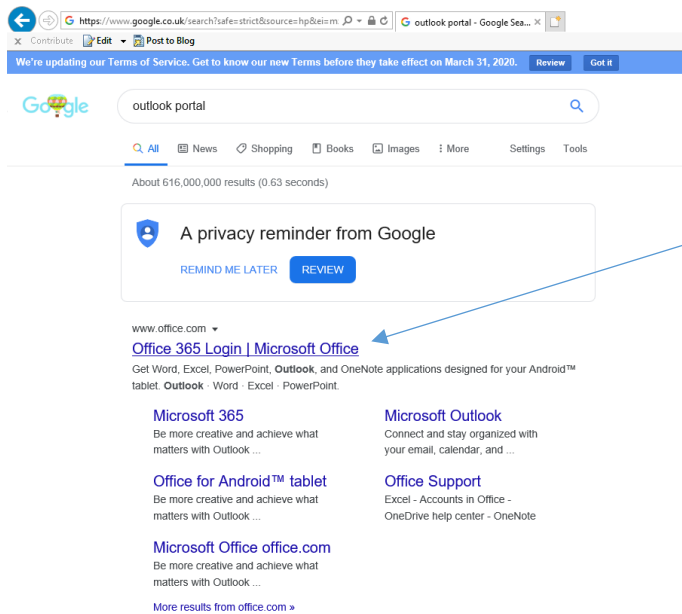
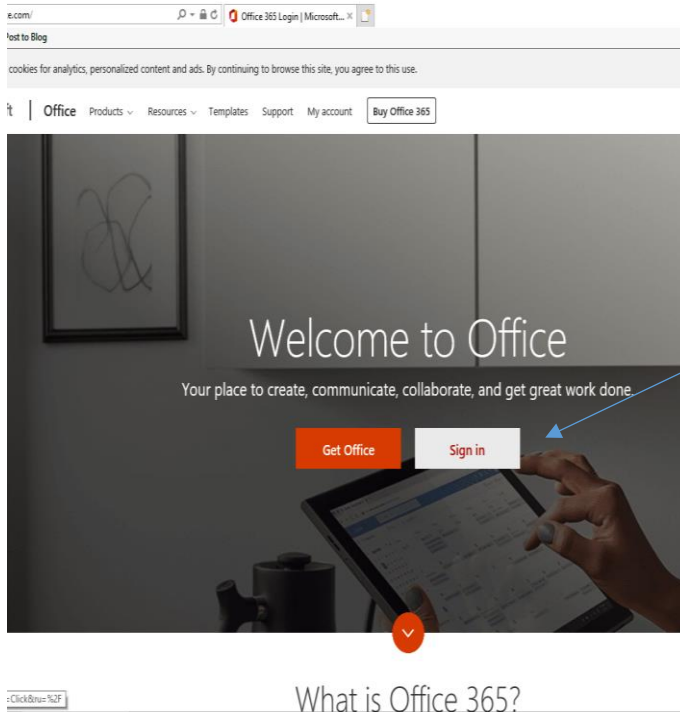


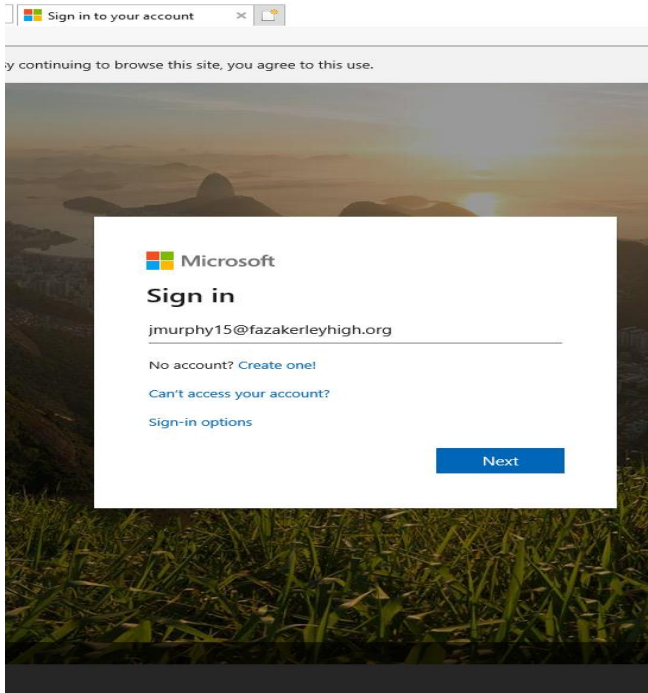
Accessing Email and Microsoft Office



- Open up Google
- Type Outlook Porta
- Click on the first link



- Click on the sign in button on the welcome page



Sign in using your school username with @fazakerleyhigh.org attached

Usernames for pupils are their first initial and surname followed by the year they joined the school.

Year 7 20

Year 8 19

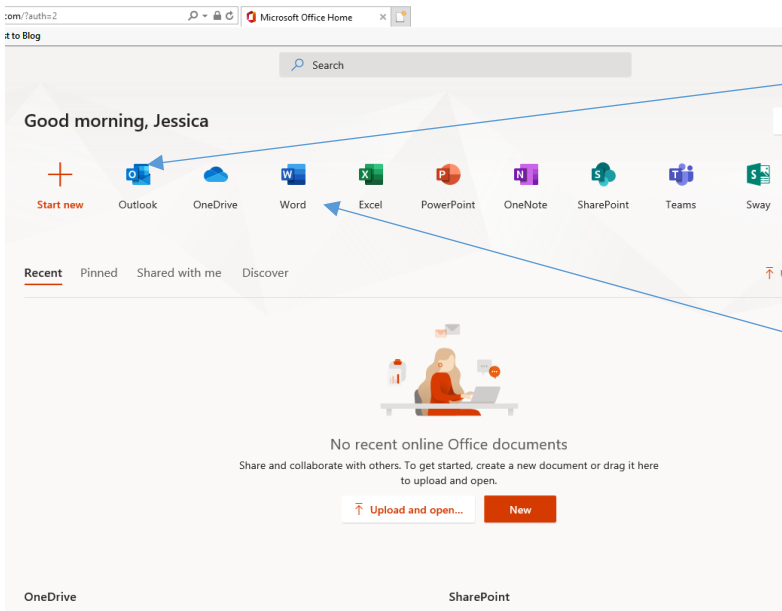
Year 9 18

Year 10 17

Year 11 16

e.g. jsmith16 would be a year 11 account

jsmith19 would be a year 8 account



When signed in with their username and password pupils can access a range of apps

The outlook icon is the pupils' school email account

Pupils can also use other icons such as Word to complete their schoolwork.

The work they complete will be saved in their recent documents; they can access this work when they are back in school.