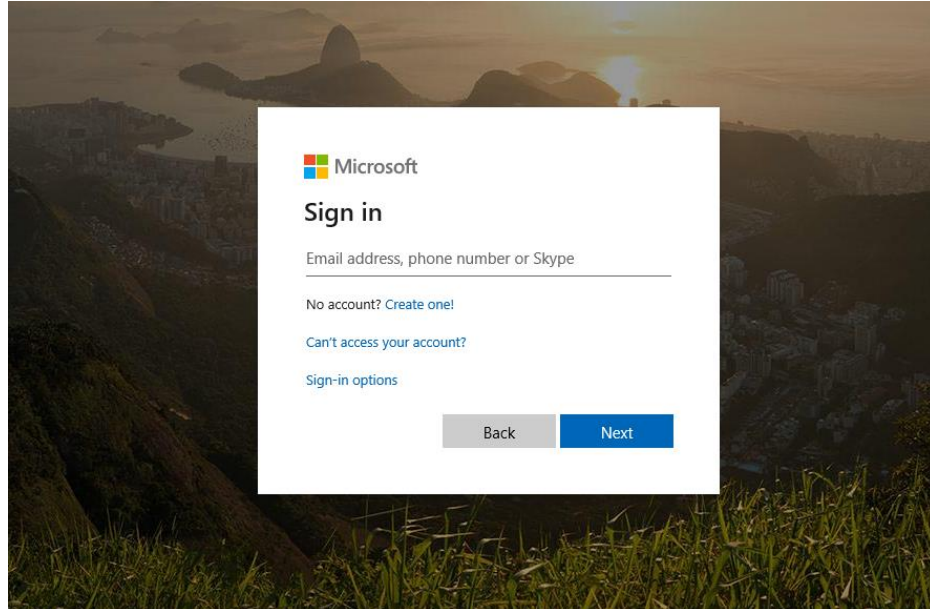# Accessing the Chesswood Email System - Pupils

Chesswood junior School has an email system that is setup for pupils to use. This email system will allow pupils to email teachers and other pupils but not anyone else. Chesswood Junior School's email system is hosted on a system called Microsoft Office 365.
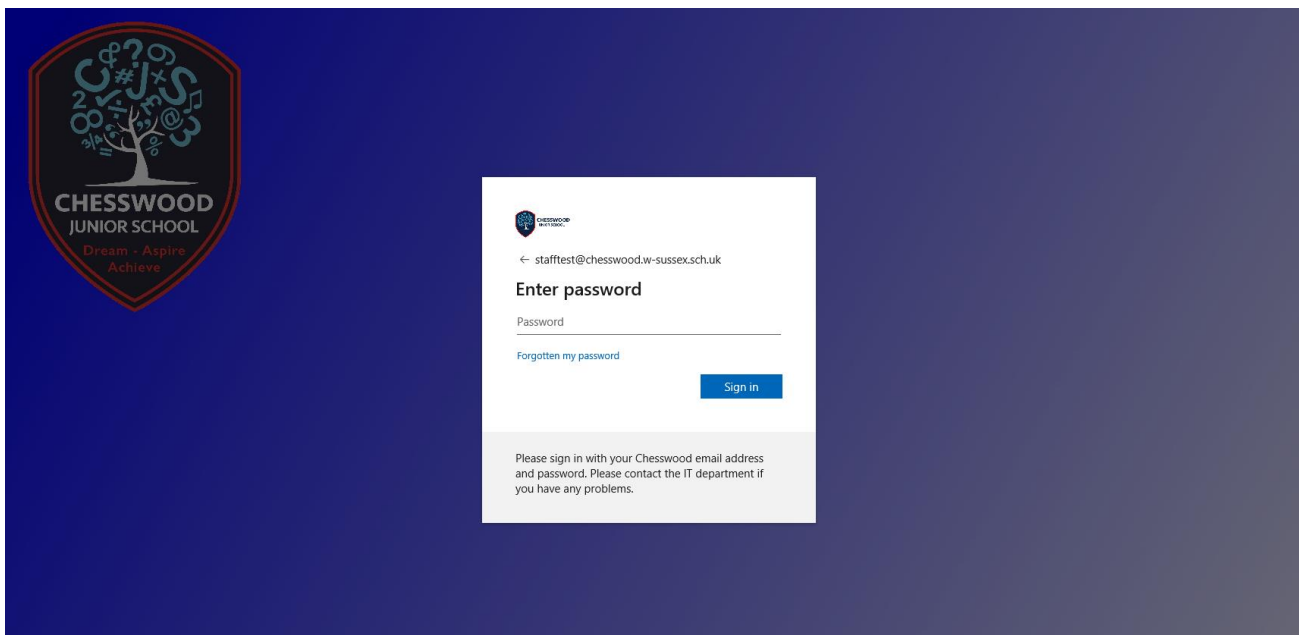
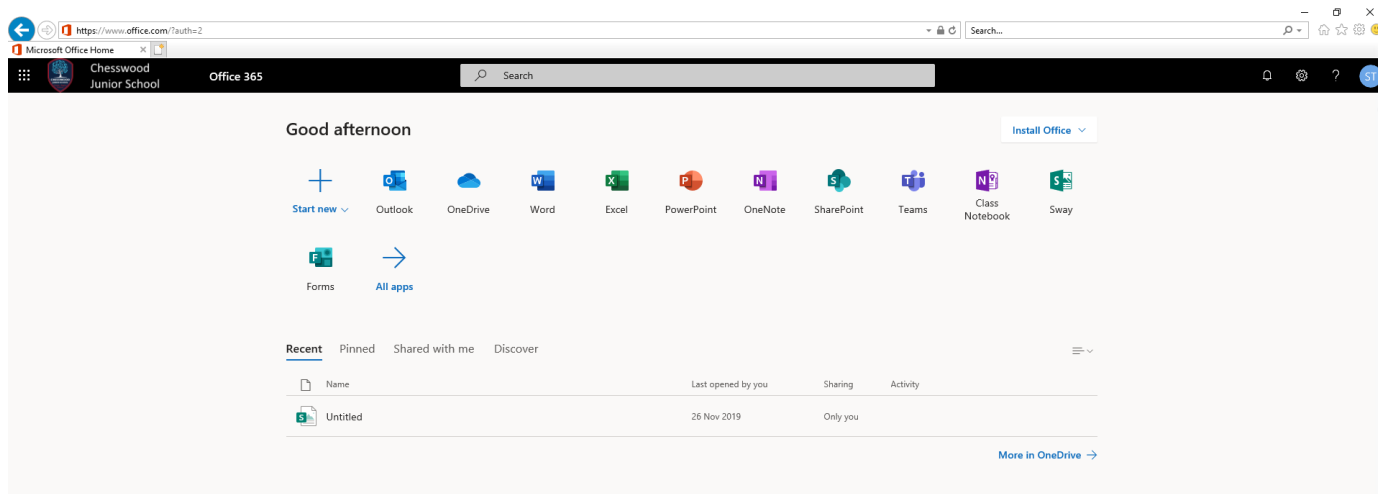To login search for Office 365 on the internet or go to office.com

Your email address is in the format of ***USERNAME*@chesswood.org.uk**, your username is your Chesswood computer login

For example, if your username is bellas then your email is **bellas@chesswood.org.uk**

Enter your email address then click Next, if your email address is correct the screen will change to a Chesswood Junior School theme, if it does not, the email address is incorrect.
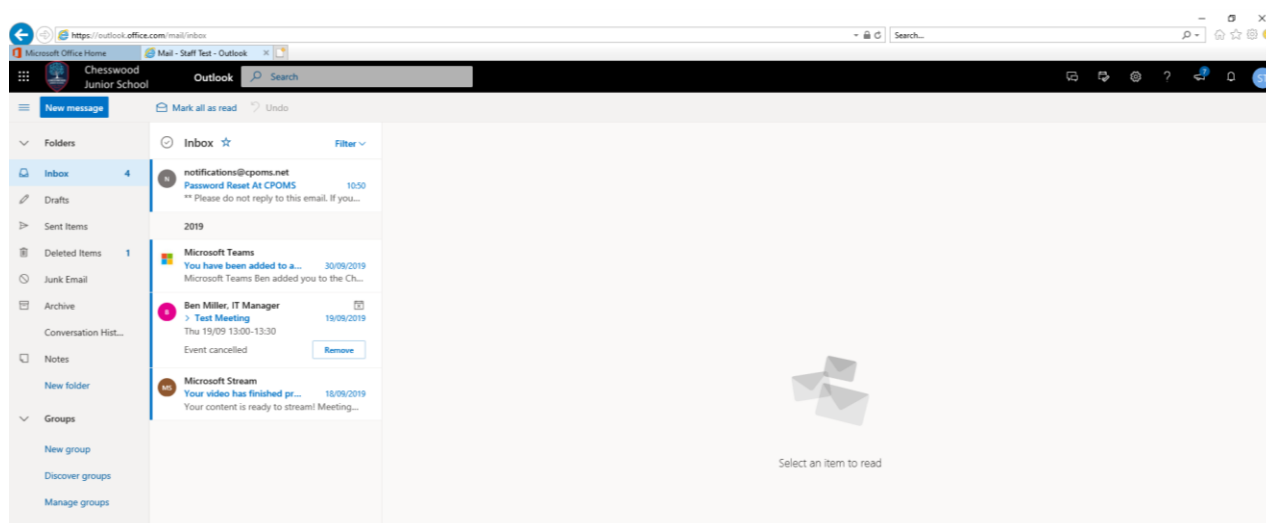

Enter your Chesswood Junior School computer password.

If your login is successful you will be presented with all the Office 365 Apps.

To access the email, click the outlook icon. If this is the first time accessing your email then you will be asked to select your time zone, find **GMT 00:00 London/Lisbon** then click OK.

The outlook email app will then open and you can use email as normal.

The address book and contacts is automatically populated with all Chesswood Staff and Pupils.

All staff have email addresses ending with @chesswood.w-sussex.sch.uk and pupils are @chesswood.org.uk