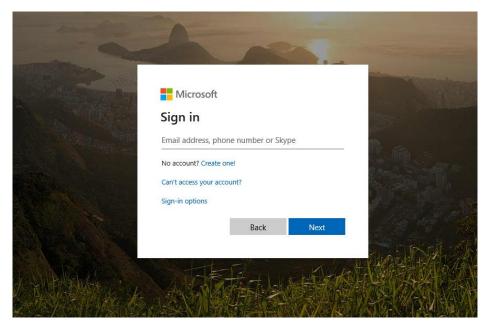
## **Accessing the Chesswood Email System - Pupils**

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 <u>\*USERNAME\*@chesswood.org.uk</u>, 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.

CHESSWOOD JUNIOR SCHOOL	CERTAND CERTAIN CON	
	← stafftest@chesswood.w-sussex.sch.uk	
	Enter password	
	Password	
	Forgotten my password Sign in	
	Please sign in with your Chesswood email address and password. Please contact the IT department if you have any problems.	

Enter your Chesswood Junior School computer password.

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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.

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	New folder			Microsoft Stream Your video has finished pr	18/09/2019
$\sim$	Groups			Your content is ready to stream	
	New group				
	Discover groups				
	Manage groups				

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