

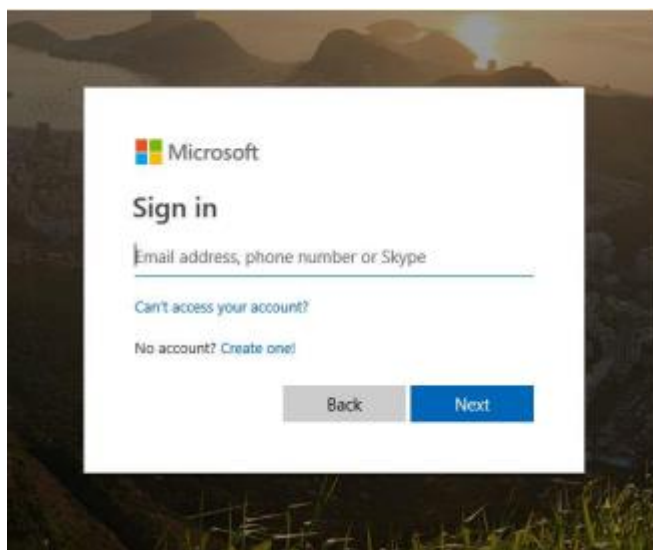
Accessing email from webmail using Google Chrome

Please use this link when using the browser <https://outlook.office365.com/> this link is now on the website replacing the old one in the "Quick Links".

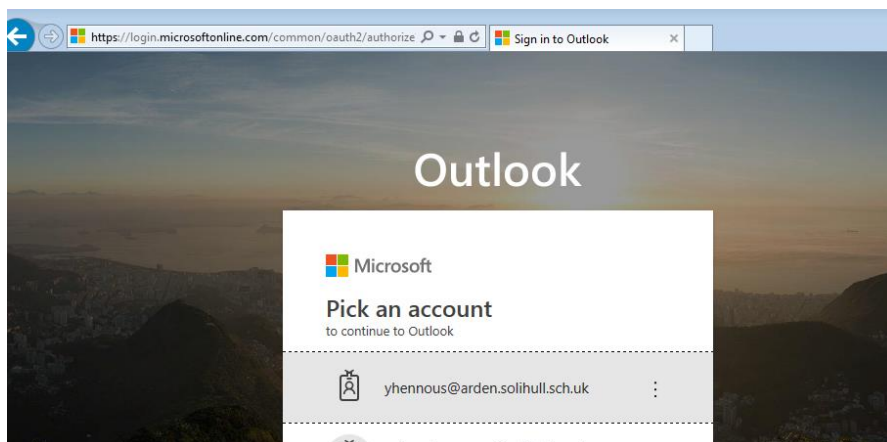
Use your email address and school password to log in
i.e. username@arden.solihull.sch.uk You will be asked to type in your email address and password twice onto two different windows (see screenshot below)

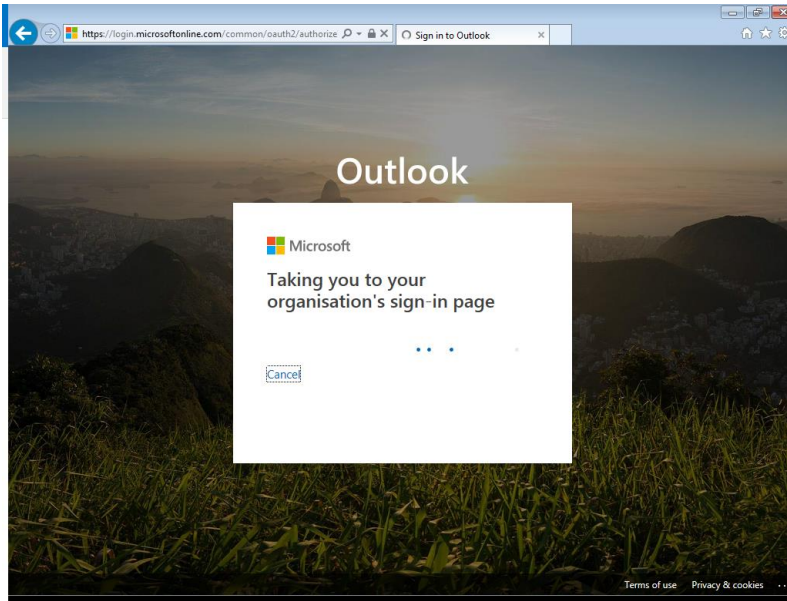
When logged in at school the change will happen automatically on PCs and staff laptops.

On your phone, download "Outlook" app from app store and type in your email address and password. You will be able to add and access the calendars through the app.



Or the screenshot below if you have logged in previously

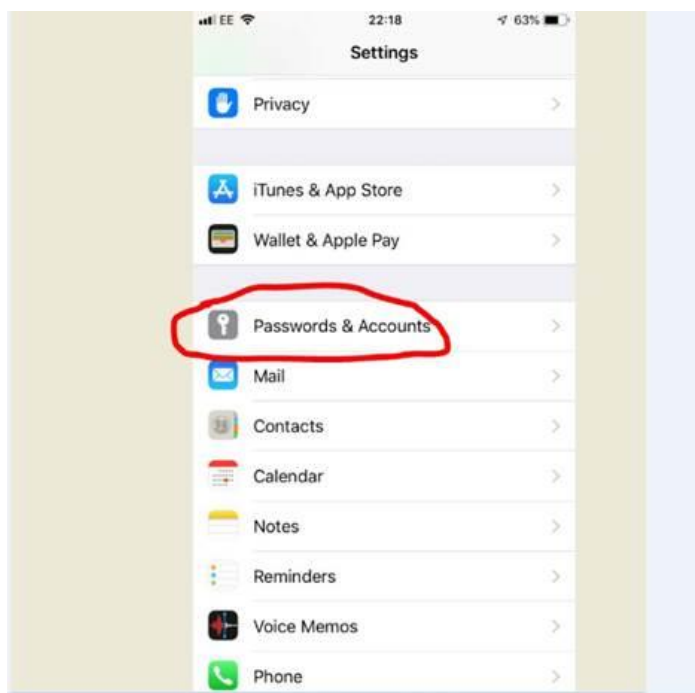




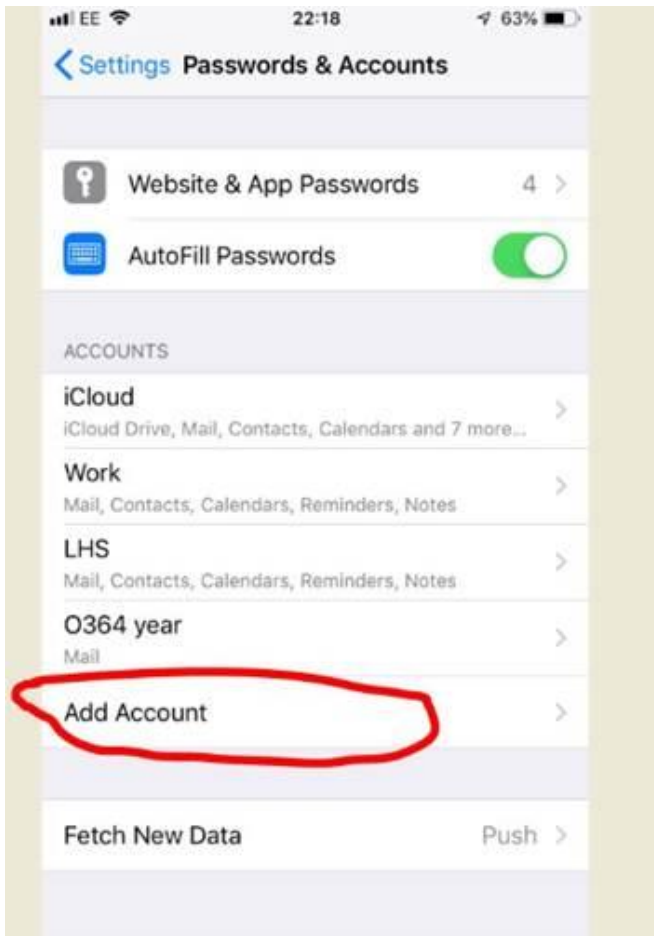
Setup on your phone using the existing Mail app (without access to calendars)

If you have school email set up on your phone, at some point of the upgrade you will need to update the settings and add a new account in order to carry on accessing the email; please see below instructions on how to enable this:

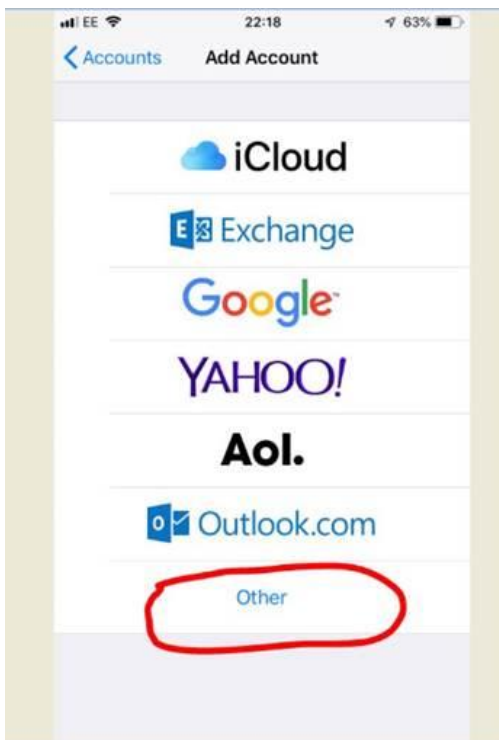
1. Open "Settings", then click on "Passwords & Accounts" (see screenshot below)



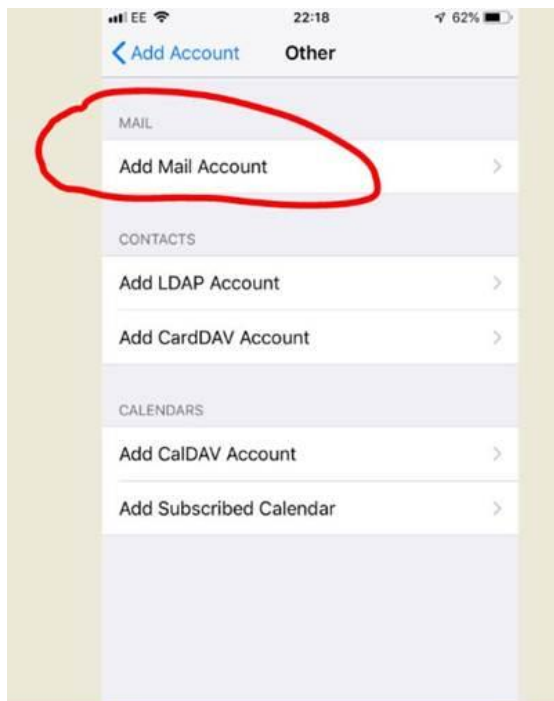
2. Click on "Add Accounts" (see screenshot below)



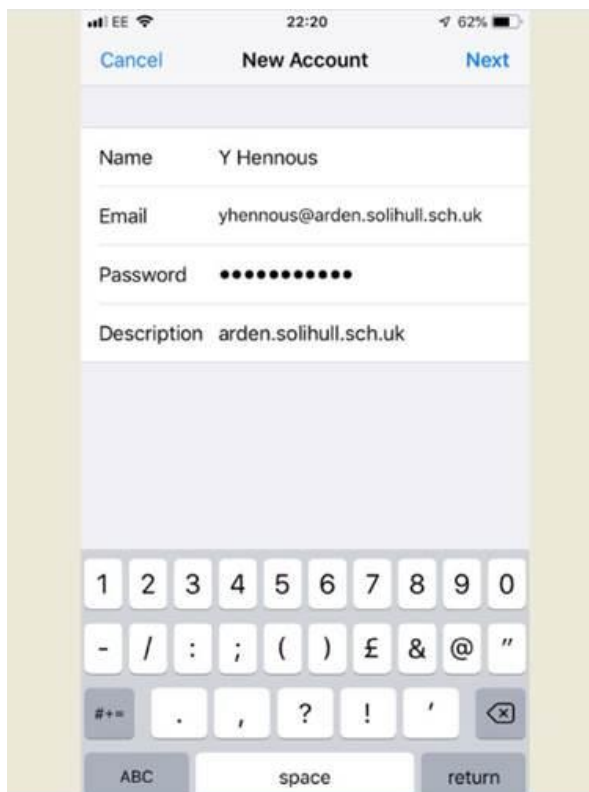
3. Click on "Other" (see screenshot below)



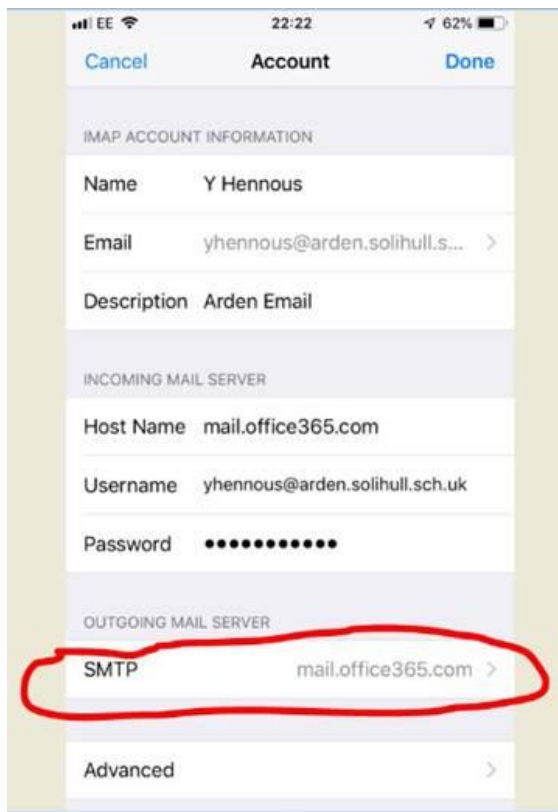
4. Click "Add Mail Account" (see screenshot below)



5. Enter details as in the below screenshot (substitute the username and password with yours)



6. Scroll down to add more details as in the below screenshot



7. Then click on "Done" on top right
Your email should now be ready to be used

