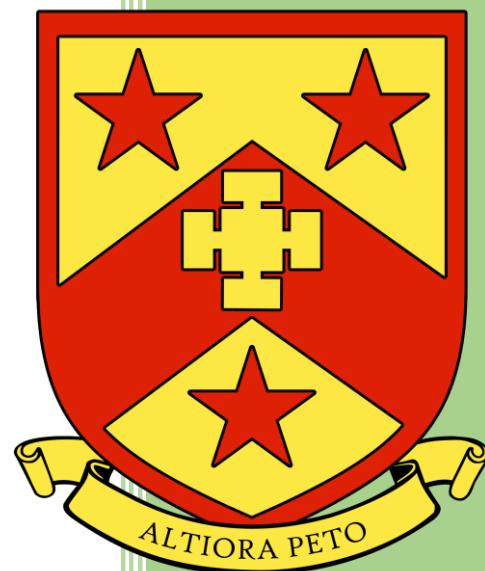


Office 365



2019

# How to use your Nether Stowe Email account



Mr Rotchell

Nether Stowe School

1/31/2019

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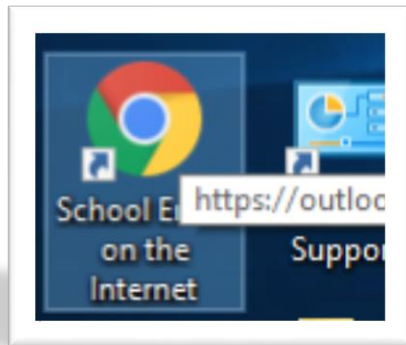
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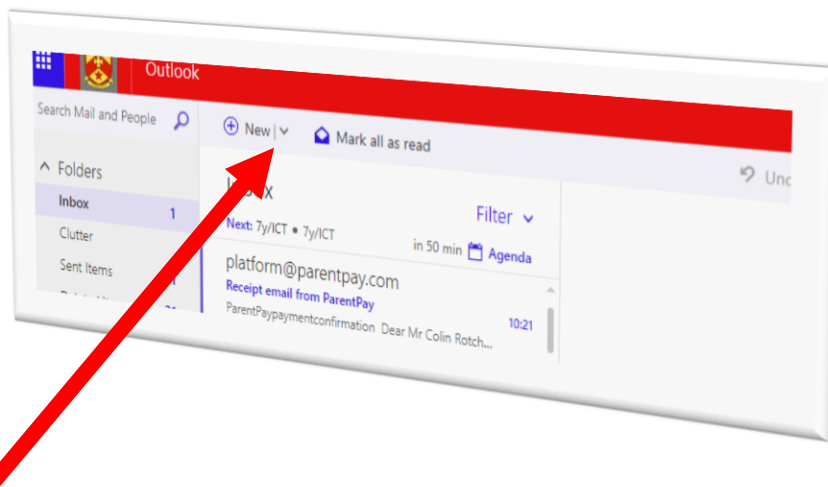
## How to access your email in School

**Step 1** on your desk top you will see the Icon below:



Your Username is the same as your network username you just need to add @netherstowe.com and the password is also the same as your network password. **An example of this would be** [15rotchellC@netherstowe.com](mailto:15rotchellC@netherstowe.com)

Once Logged in you will see the following screen



You will then see a tool bar at the top where you can create new email and there is a folder structure on the left hand side.

## Creating an Email

Select New from the menu and the following screen will appear

The screenshot shows an email composition interface. A blue callout box over the 'To' field states: "This is where you type the recipients email address. 'To' will open the address book where you can search". A red arrow points from this callout to the 'To' field. Another blue callout box over the 'Add a subject' field states: "Add a Title here". A red arrow points from this callout to the subject line. A third blue callout box over the message body area states: "This is where you can type your message". A red arrow points from this callout to the text area. A final blue callout box over the 'Send' button states: "Once complete you can click Send". A red arrow points from this callout to the 'Send' button. The recipient information is listed as: Mr C. Rotchell, Head of ICT, Nether Stowe School, St Chad's Road, Lichfield, Staffordshire, WS12 7NR.

**Keyword Recipient** the person who receives the email

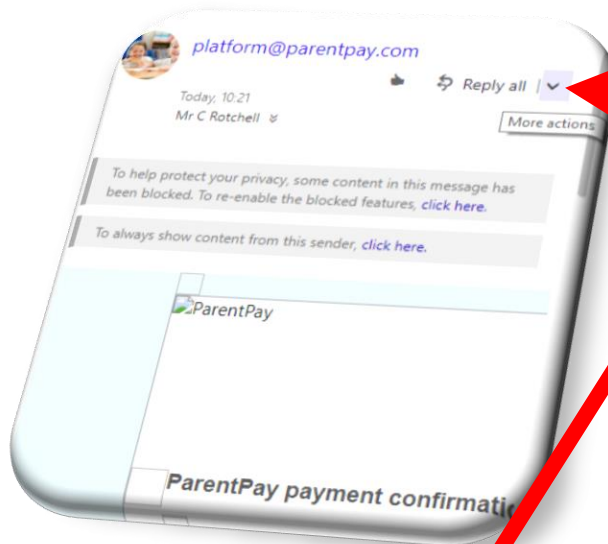
## Adding Attachments

The screenshot shows the 'Attach' button in the email composition window highlighted with a red arrow. A blue callout box next to it states: "If you selected attach this will allow you to find a file that you want to link to the email, remember that a file must be smaller than 10MB". The rest of the email composition interface is visible in the background, including the 'Send' button and the recipient information.

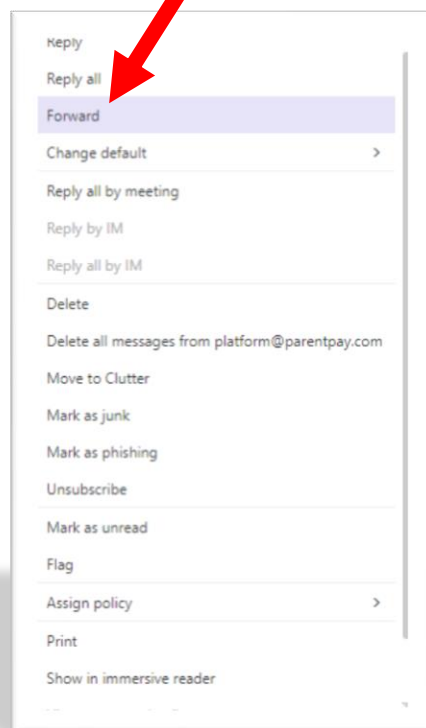


## Replying to an email

When you open an email, a reply option will appear in the top right hand corner.



If you click this arrow you can get a range of options from reply, reply all and forward. If there are multiple people in the email if you "click reply all" it will go to all recipients .reply will only send it to the person that sent it you.

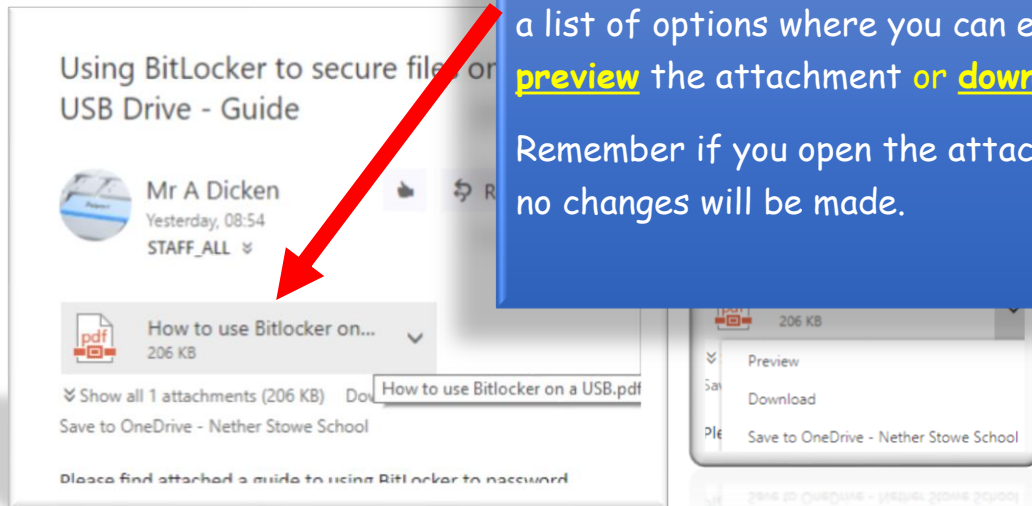


Forward allows you to send copy of the emails to someone else and all attachments.

Delete allows you to delete the email

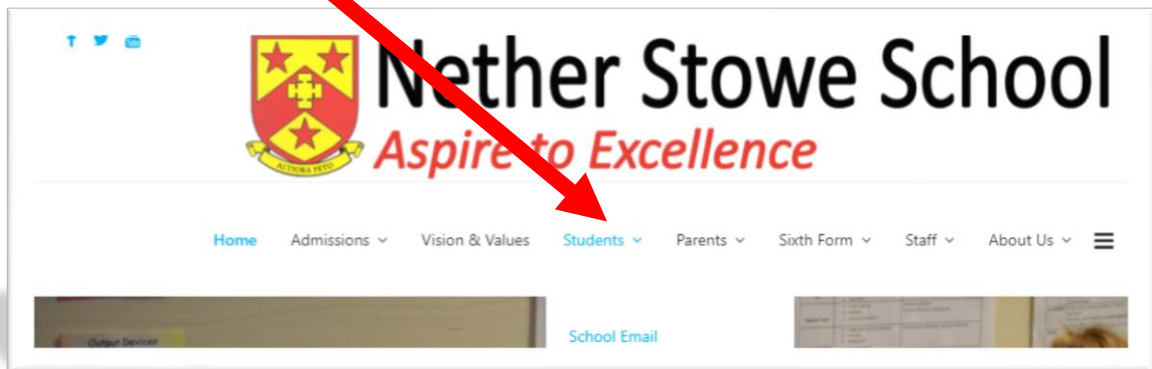
## Downloading and Saving Attachments

When you receive an email you will see that attachment at the top of the email



## Accessing Email from Home

Visit [www.netherstowe.com](http://www.netherstowe.com) and click student's tab. Select student email from the menu



Once clicked it will then ask you for your user name and password (Same as your network user name and password) you will need to add @netherstowe.com to username

## Installing Web App on your Phones and Tablets

In the App Store or Play store search for Outlook 365 app and download the app. You will then be asked for your user name and password for your email.

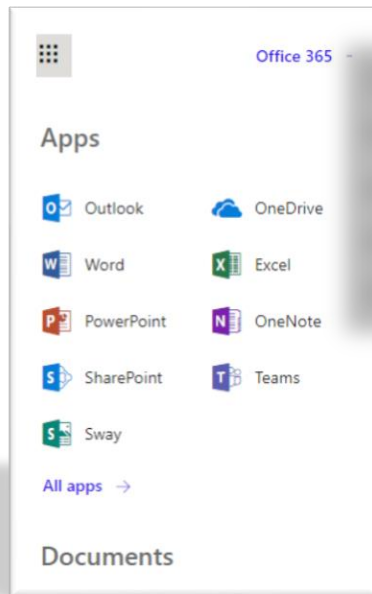


## Accessing Files from your Subject Teachers (Stella)

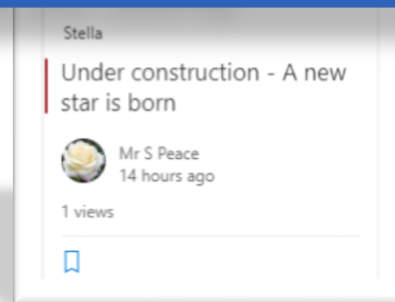
On the Menu in your email you will see a square this will allow you to see other programs within your email



Once clicked you will see a range of options



If you then click SharePoint you will see a New Site Called Stella. Each of your subjects will be uploading files for your subjects. Click on the site There is a shortcut on your desktop



If you then click documents from the left hand menu you will see there is a folder for each of your subjects where you can access any class materials for your subjects. From here you can download files.

