

Email at Upton-by-Chester High School

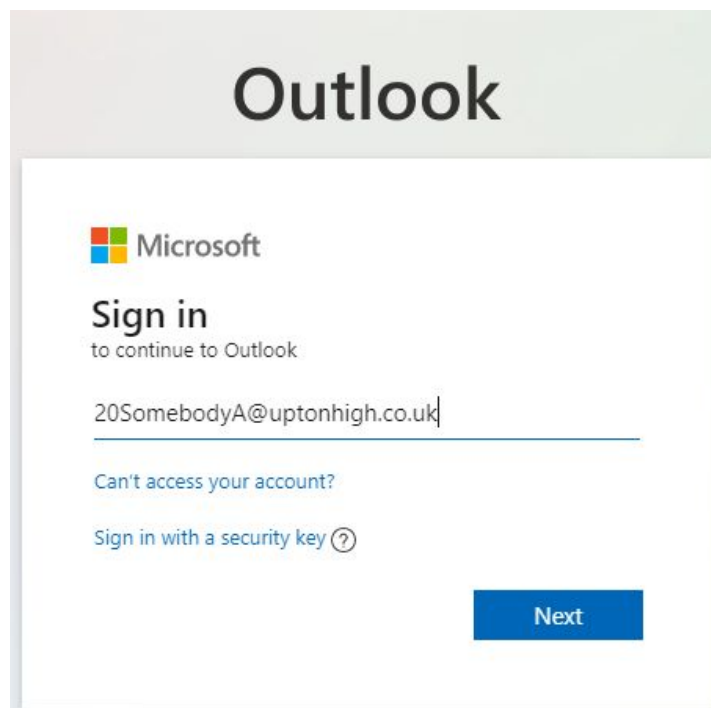
At Upton we use Microsoft Outlook as our email client. All emails, such as students bulletins and Google Classroom announcements can be found here.

Although we use Google services such as classroom and drive we DO NOT use Google for email. Please DO NOT try to login to Gmail with your user account as this is not active and will not work.

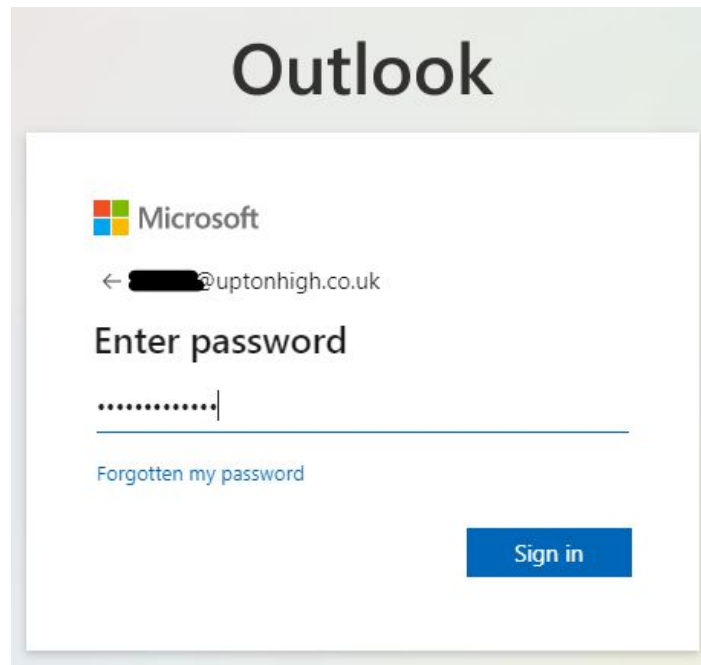
So to access email at Upton we need to first open a web browser, then type in <https://outlook.office365.com> or alternatively goto the Schools Website and click the blue Office Icon located at the top right of the home page.



Once done a login page will be displayed asking you to sign in. Type in your Upton email address, i.e. 20SomebodyA@uptonhigh.co.uk, and click 'Next'.

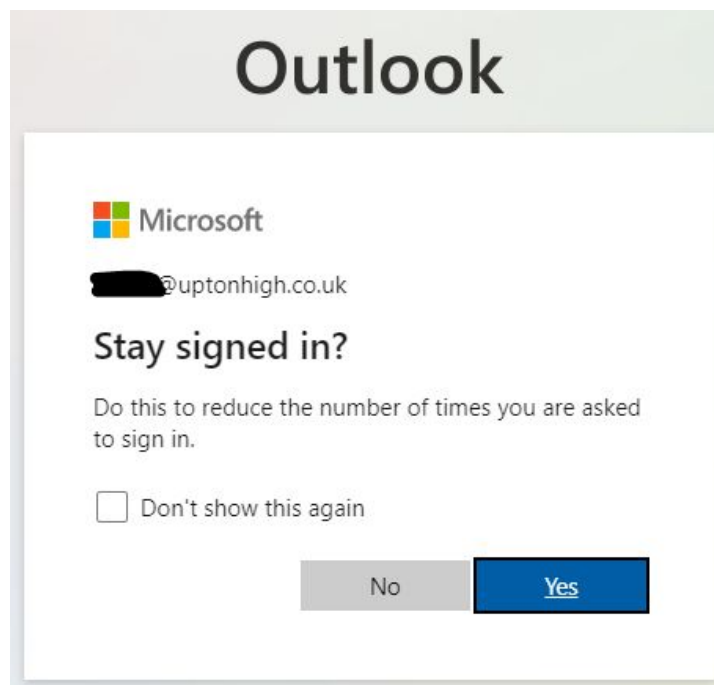


You will then be asked for your password, which is two colours followed by a number, enter this then click 'Sign In'



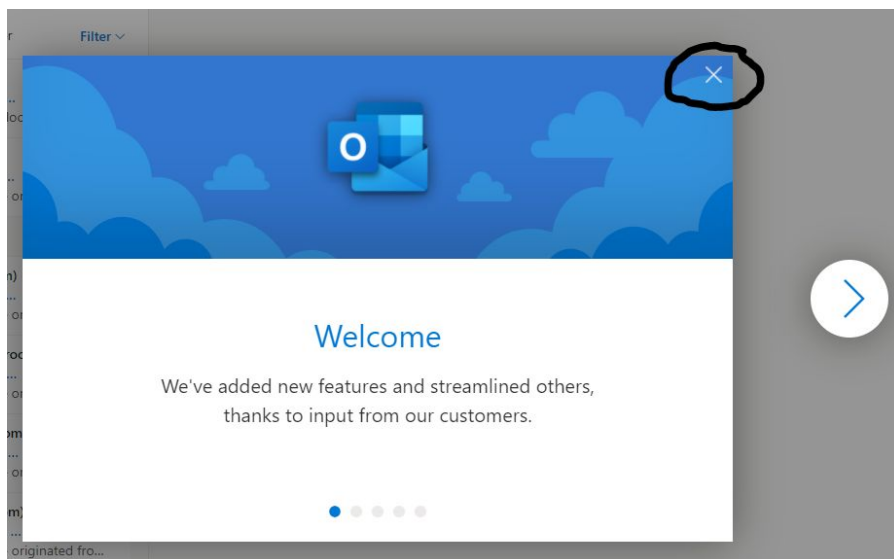
The image shows the Outlook sign-in interface. At the top, the word "Outlook" is displayed in a large, bold, black font. Below this, the Microsoft logo is visible, followed by the text "Microsoft". Underneath, there is a back arrow icon and the email address "████████@uptonhigh.co.uk". The main heading is "Enter password", followed by a password input field containing ten dots and a cursor. Below the input field is a link that says "Forgotten my password". At the bottom right, there is a blue button labeled "Sign in".

You will then be asked if you would like to stay signed in, if this is a private computer that nobody else accesses you can select 'Yes' If the computer is used by other people then click 'No' to ensure your account remains secure.



The image shows the Outlook "Stay signed in?" screen. At the top, the word "Outlook" is displayed in a large, bold, black font. Below this, the Microsoft logo is visible, followed by the text "Microsoft". Underneath, there is a back arrow icon and the email address "████████@uptonhigh.co.uk". The main heading is "Stay signed in?". Below this, there is a sub-heading: "Do this to reduce the number of times you are asked to sign in." Underneath, there is a checkbox labeled "Don't show this again". At the bottom, there are two buttons: a grey button labeled "No" and a blue button labeled "Yes".

You may receive an information popup if it is the first time you have logged in, click the 'X' at the top right of this to skip this stage.



You have successfully logged into your email at Upton, you will see all your emails on the left hand side. Google Classroom announcements and posts will be here and NOT in GMAIL.

Outlook Search

New message Mark all as read Undo

Favourites

- Inbox 47
- Sent Items
- Drafts
- Add favorite

Folders

- Inbox 47
- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Archive
- Notes
- Conversation Hist...

Focused Other Filter

Admin
Student Bulletin - Thurs... 15:43
Bike Shelter – end of C block We have no...

[Redacted] (Classroom)
New assignment: "Autu... 14:59
[CAUTION] This message originated fro...

Yesterday

[Redacted] (Classroom)
New material: "Monster... Tue 19:44
[CAUTION] This message originated fro...

[Redacted] (Classroom)
New announcement: "H... Tue 18:24
[CAUTION] This message originated fro...

[Redacted] (Classroom)
New assignment: "Lesso... Tue 16:23
[CAUTION] This message originated fro...

[Redacted] (Classroom)
New material: "Lesson 2 ... Tue 15:43
[CAUTION] This message originated fro...