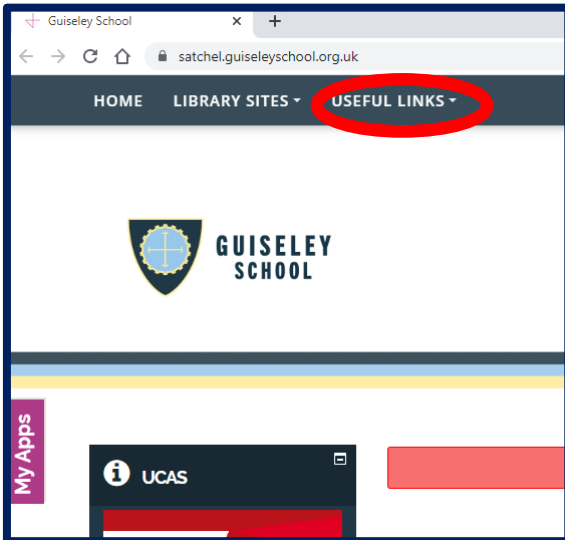


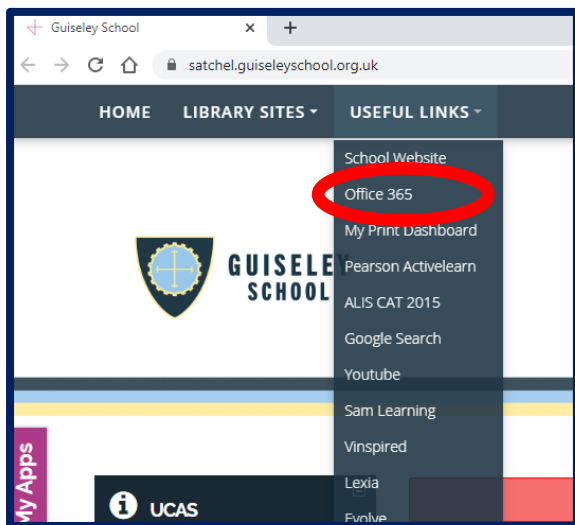
## Accessing School Email and Office Applications

### Getting Started

There are two ways students can access their school email. Either by going directly to [www.office.com](https://www.office.com) or the school's **VLE homepage**.

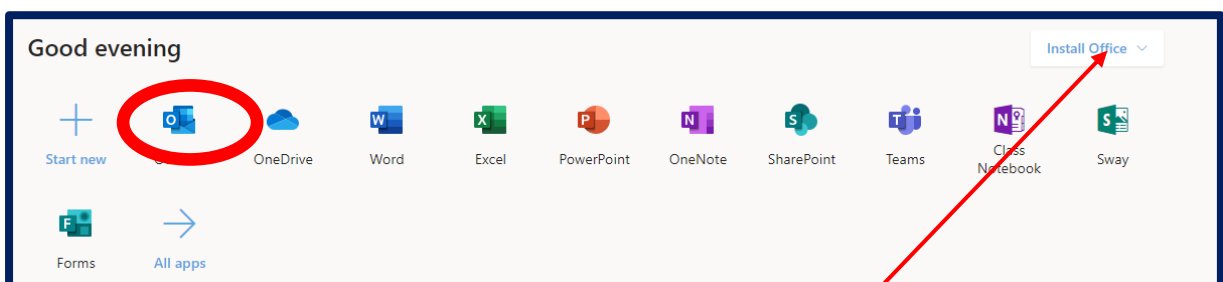


To access email through the VLE <https://satchel.guiseleyschool.org.uk/> students will need to go to the homepage and click on the **USEFUL LINKS** tab.



Next, students must click the **OFFICE 365** link and sign in using their **SCHOOL USERNAME** (followed by **@guiseleyschool.org.uk**) and their **SCHOOL PASSWORD**.

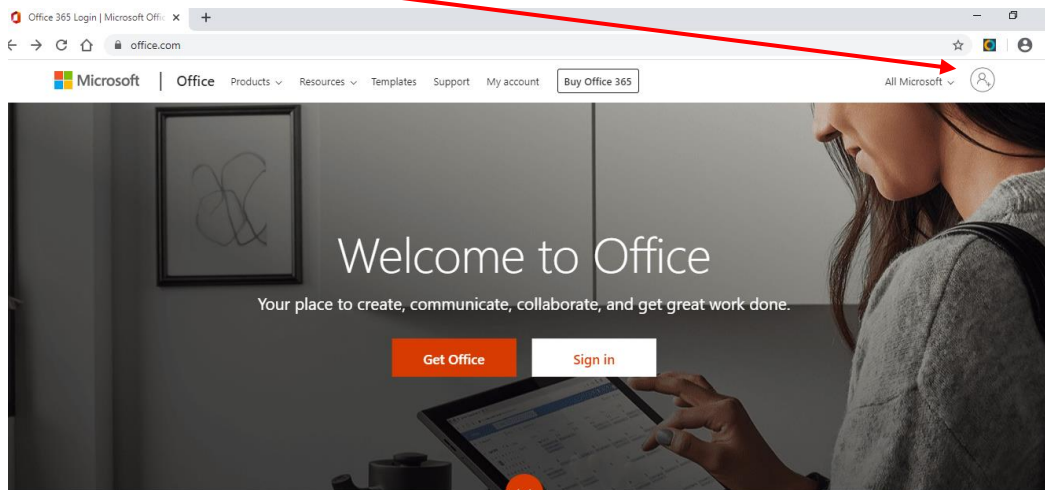
Whichever method students use to sign in, once logged in students will be taken to the screen below. To access their email, they need to click on **Outlook**.



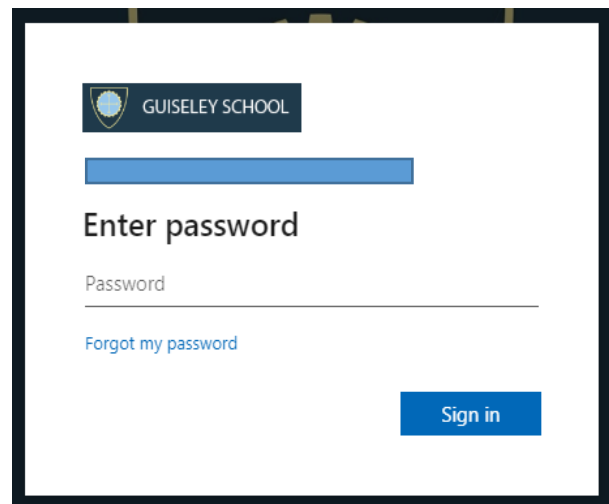
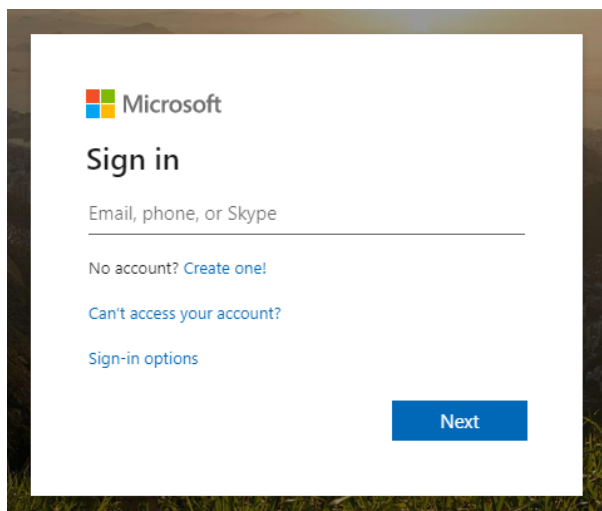
**Office** can also be installed for free on devices at home for the duration that students are at Guiseley School by clicking here.

To access email through [www.office.com](http://www.office.com) type in the web address into your chosen browser and you should see this page.

Click sign in.



## Sign In Screen



After clicking on the sign in link, students will need to enter their **SCHOOL USERNAME** (followed by **@guiseleyschool.org.uk**) and their **SCHOOL PASSWORD**.