

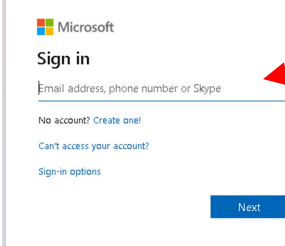
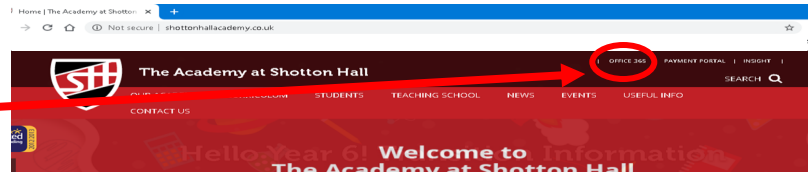


## Welcome Year 6 - Logging On

You can access your school account and everything you need for virtual school via the school website.

1. Go to <http://www.shottonhallacademy.co.uk/>

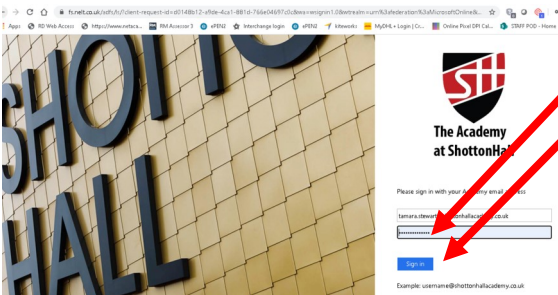
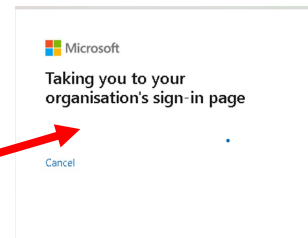
2. Click OFFICE 365 in the top right corner.



3. Enter your school email address ending in **@shottonhallacademy.co.uk**.

4. Click next.

You will be taken to the Academy at Shotton Hall's sign in page.



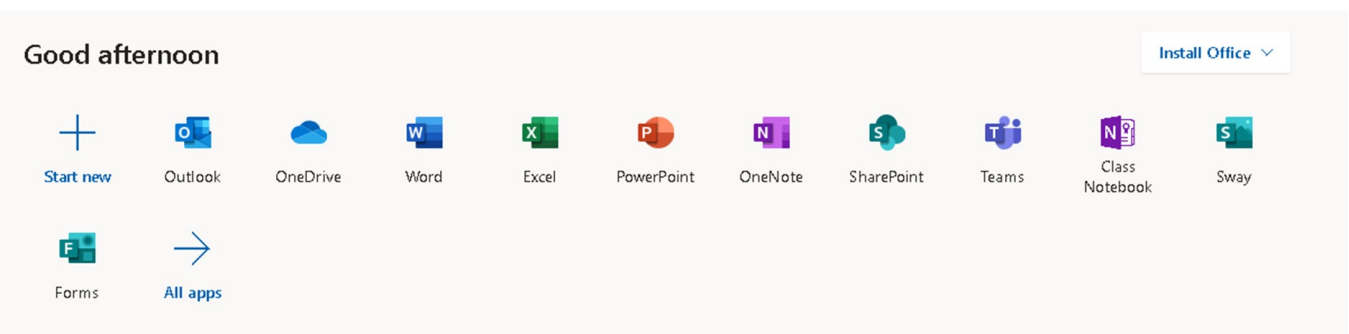
5. Enter your password.

6. Click next.

7. If you are on a private device, click yes to staying signed in.

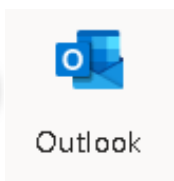


Welcome to Office365. Your school account gives you access to the entire Microsoft Office Suite for free! You can use online by clicking the app name, or install on your device by clicking Install office and selecting Office365 apps.



The apps you are most likely to use straight away are:

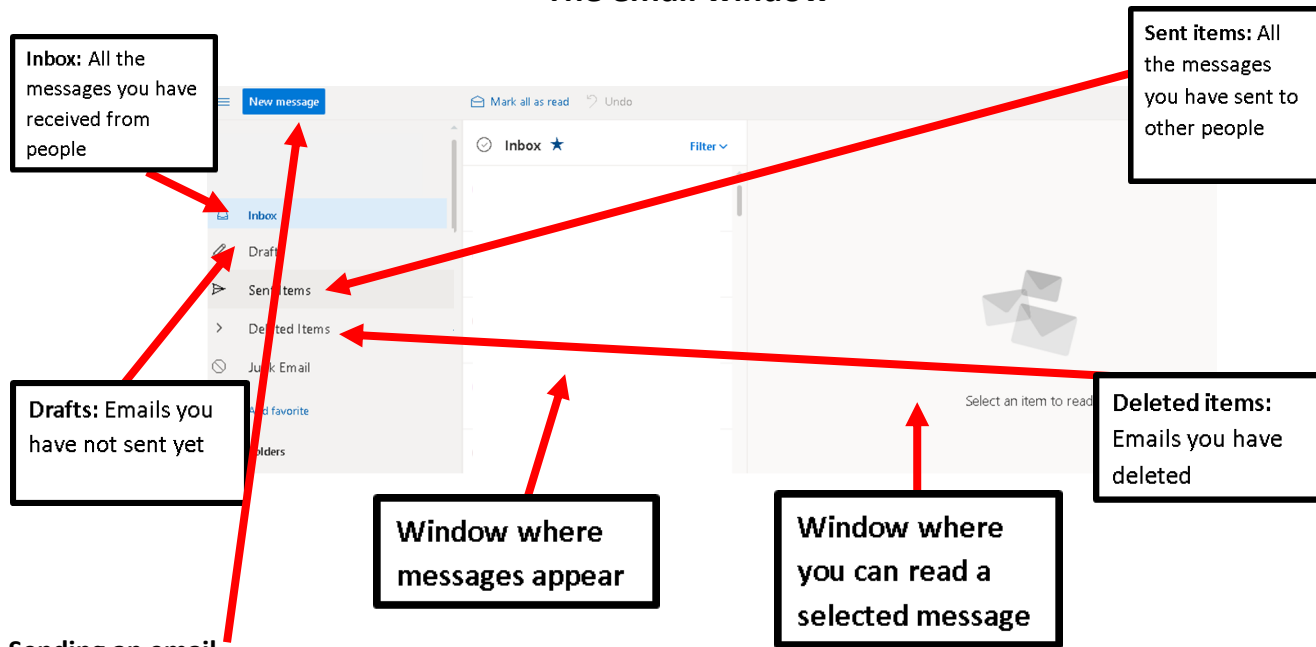
- Outlook - Emails
- OneDrive - Where you can save all your files
- Word - For word processing (written tasks)
- PowerPoint - For presentations
- Teams - For meeting as a class with your teacher for lessons



# Welcome Year 6 - Email

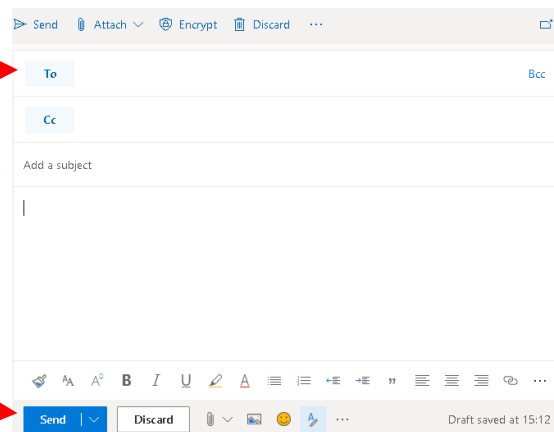
You can communicate with your teachers via email. Its like sending a letter, but instant!

## The email window





### Sending an email

1. Click New message
2. Enter the email address of who you want to send the message to. A teachers email is: `firstname.surname@shottonhallacademy.co.uk`
3. Type what the email is about into the subject line e.g. fractions homework
4. Type your email into this window.
5. Click send.

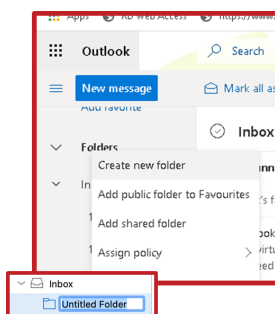


### Other things to note:

- You reply to an email by clicking .
- You can send a file you have created to your teacher by clicking the paper clip near the word attach.
- You should delete emails you do not need to keep by clicking  Delete .
- You should create folders to save emails you need to keep, for example English, Maths and Science.

### How to create a folder:

1. Right click on inbox and click 'New folder'.
2. Type in what you want your folder to be called.



An advantage of creating appropriate folders is that you will be able to easily access and find specific emails.