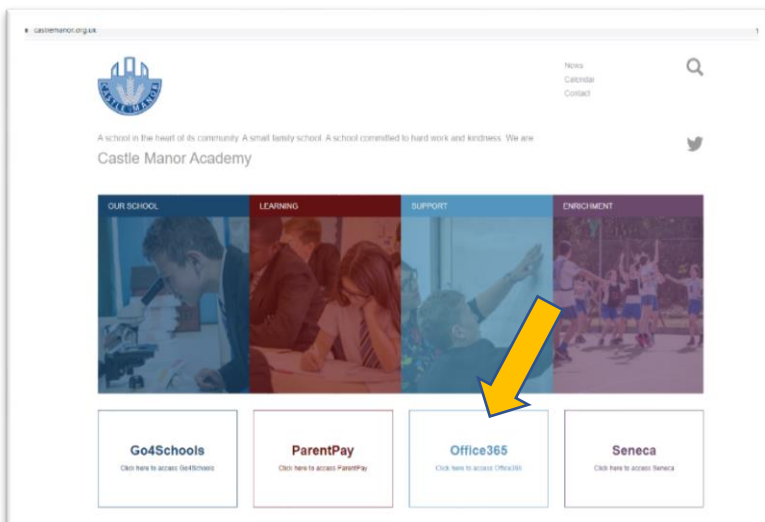
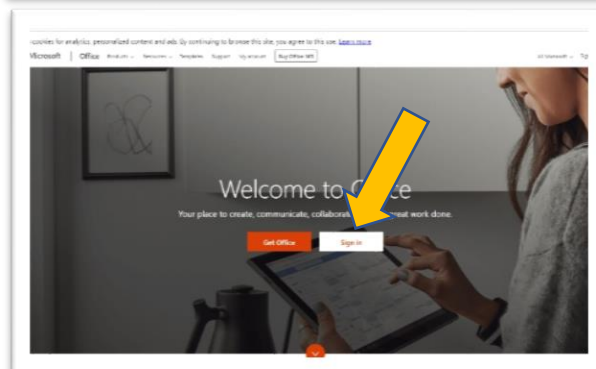


## How to access your School email

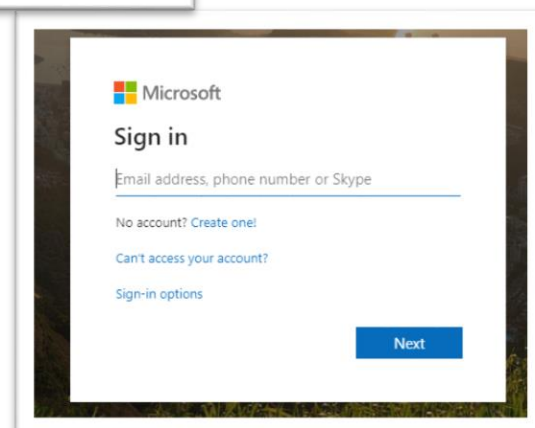
- 1) Go to [castlemanor.org.uk](http://castlemanor.org.uk) and click on the Office 365 tile



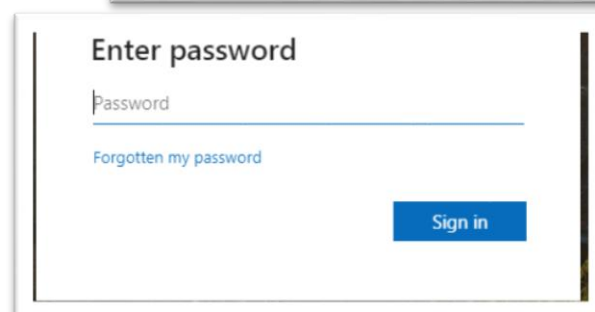
- 2) Click on the sign in button



- 3) Enter your Castle Manor email. This will be the username you use to log into computers followed by [@castlemanor.org.uk](mailto:@castlemanor.org.uk)  
Example: [U19abcde@castlemanor.org.uk](mailto:U19abcde@castlemanor.org.uk)



- 4) Once you have entered your email click next then enter your password. This will be the password you use to log into computers at Castle Manor. Then click Sign in.



- 5) You will be asked if you want to stay signed in. You can choose yes or no here.

- 6) You will then be able to access your emails by clicking on the Outlook tile. You can also access other apps within Office 365 such as Word, Excel and PowerPoint.

