

Email Changes

All email will be moved to Office365 starting on Friday 24th May. The process will continue over the weekend and following week until complete.

There should be little disruption and access should only drop for short periods of time while your own mailbox moves.

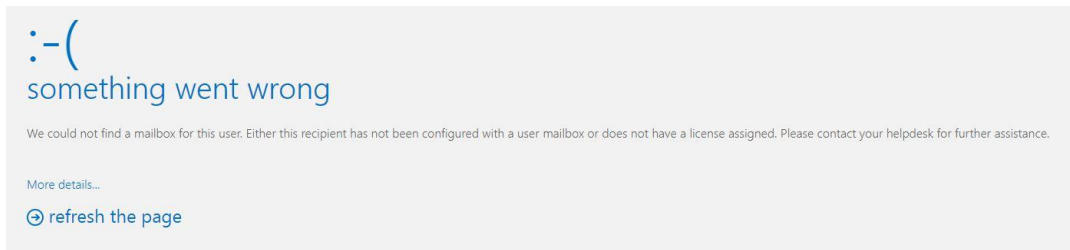
It is recommended not to rely on access to email over half term, but if you do need to, you can still:



Follow the old link from the schools website. (Outlook Web Access).

Login as normal.

If you receive an error like the following:



This means that your email has moved to Office365 and so you will need to access it from there.

Likewise if you are using Office365 and click on the Outlook App and receive an error similar to the above, your mailbox has not moved yet and can be accessed via the old method.

If you are accessing your email via an App on your phone, you may need to disconnect and re-join after the mail move.

Your new mailbox will give you 50GB worth of email space. **The school does not take any backups of anything in Office365 (Outlook/OneDrive etc.).**

Accessing Office365 Email

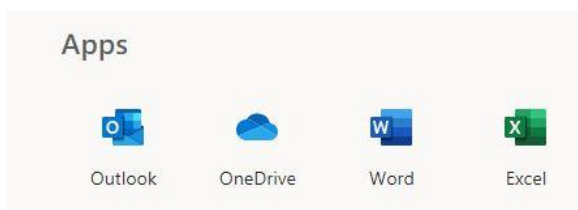
Email can be accessed by logging in to Office365.



In school, when using a PC, click the Office365 Icon on the desktop.



From home, follow the Office365 link on the schools website, or use the standard Office365 page: <https://www.office.com/>. Click sign in. Enter your username and school network password: Username will be: *yourlogin@kesgrave.suffolk.sch.uk*



Within Office365 you will now see the "Outlook" App.

If accessing email on a phone, it is recommended to use the "Microsoft Outlook" App.