

Emails: Logging into Pupil accounts using Office 365

Office 365 is the platform that pupils use to log into their school email accounts. An address exists for each pupil in the school and each of them follow the format below:

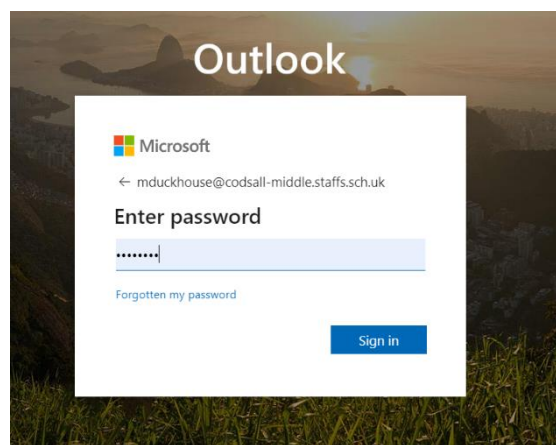
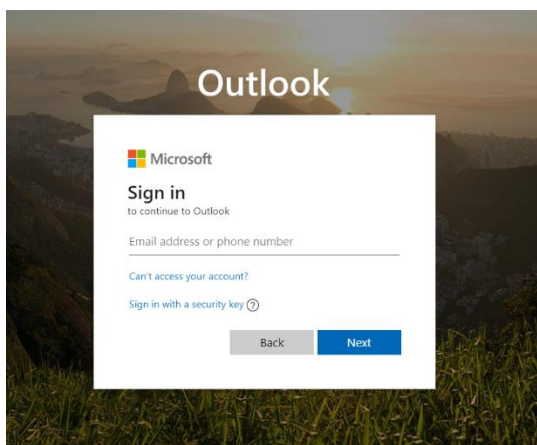
First name: Joe Surname: Bloggs

jbloggs@codsall-middle.staffs.sch.uk

Some pupil email addresses may appear differently as we often have multiple pupils with the same initial and surname, your child's address may therefore look slightly different and may appear as their full name or with a '1' at the end. **EVERY** pupil is aware of their full email address and have it written in the front of their planner. Any pupils that are **not** aware of their email address, for any reason, have been encouraged to speak to a teacher ASAP.

To log into the email account, simply open 'Office 365' on Google and press 'Sign in'.

You will then need to enter your child's email address and password, which will also be written in the front of their planner.



When you have correctly entered the log-in credentials you will now have access to the Office 365 apps including Outlook, which is where you can read/send emails. You may also be required to set the correct time-zone when using outlook. If this is the first time you are logging into the account you will be asked to create a new, more secure, password which must meet the password criteria below:

- Longer than 8 characters
- Contains at least 1 capital letter
- Contains at least 1 number
- Is not easy to guess

Please can we ask that when either you, or your child, sets a new password for the account that this is written clearly in their planner for future use.