



E-ACT Ousedale
School
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E-ACT
OPENING MINDS,
OPENING DOORS

To set up your new email account on your phone, you MUST remove the old @ousedale.org.uk account first.

Please follow the relevant instructions below.

The IT Department cannot be held responsible for the loss of any data on personal devices.

E-Mail / Outlook

Apple iPhone / iPad

1. **Open the Outlook app:** on your iPhone.
2. **Tap:** your profile icon (a circular image or your initials) in the upper-left corner of the screen.
3. **Tap:** the settings (gear) icon located in the bottom-left corner of the menu that appears.
4. **Tap:** on Accounts and select the email account you want to remove (@ousedale.org.uk)
5. **Scroll down:** to the bottom of the account screen and tap "Delete Account".
6. **Confirm:** your choice by tapping "Delete Account" again in the confirmation pop-up.

This process will remove the old Ousedale account from the Outlook app on your device.

Once the old account has been removed, add your new **@ous.e-act.org.uk** email account

Android Phone / Chromebook

1. **Open the Outlook app:** on your Android device.
2. **Tap:** on your profile picture or the menu icon (three horizontal lines) at the top-left of the screen.
3. **Tap:** the gear icon (Settings) at the bottom of the menu.
4. **Select:** the account you want to remove from the list.
5. **Scroll:** to the bottom of the account's settings page.
6. **Tap:** "Delete Account".
7. **Tap:** "Delete" again to confirm the removal of the account from your device.

This process will remove the old Ousedale account from the Outlook app on your device.

Once the old account has been removed, add your new **@ous.e-act.org.uk** email account



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Teams

Apple iPhone / iPad

1. **Open the Teams app:** on your iPhone
2. When prompted with the login screen for your old account, click on **CANCEL** on the top right-hand side of the screen
3. When prompted, click on **Sign Out**
4. Sign back in to Teams using your new **@ous.e-act.org.uk** email address and credentials.
5. **If this is unsuccessful, uninstall the Microsoft Teams App:**

Find the Microsoft Teams app on your iPhone's home screen, press and hold the app icon, and then select "Remove App" > "Delete App".

6. **Reinstall the Microsoft Teams App:**

Open the App Store on your iPhone, search for Microsoft Teams, and then tap "Get" or the download icon to reinstall the app.

7. **Sign In with Your New Account:**

Open the newly installed Teams app and sign in using your **@ous.e-act.org.uk** email address and credentials.

Android Phone / Chromebook

1. **Open Settings:** Find and tap the "Settings" app on your Android device.
2. **Go to Apps:** Tap on "Apps," "Apps & notifications," or a similar option to view your installed applications.
3. **Find Microsoft Teams:** Scroll through the list and tap on "Microsoft Teams."
4. **Uninstall:** Tap the Uninstall button and confirm your choice to remove the app from your device.
5. **Reinstall the Microsoft Teams App:**

Open the Google Store, search for Microsoft Teams, and download icon the app to reinstall it.

6. **Sign In with Your New Account:**

Open the newly installed Teams app and sign in using your new **@ous.e-act.org.uk** email address and credentials.



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Personal Computers

Students can access their E-Mail, Teams and other Resources via the School website

<https://www.ousedale.org.uk>

Click on **QUICKLINKS \ PUPIL SHAREPOINT** and sign in using your new **@ous.e-act.org.uk** email address and credentials.

Within the web browser, ensure you have completely signed out of your old **@ousedale.org.uk** account before signing in in using your new **@ous.e-act.org.uk** email address and credentials.

Please research on the internet how best to achieve this for your personal device as you may need to clear your browsers cache and cookies to achieve this.

Students are welcome to visit the IT Office at the Newport Pagnell Campus or Olney Campus between 8:30 and 15:30 Monday to Friday for further assistance.