

E-ACT Ousedale School

Be Kind | Work Hard | Succeed Together

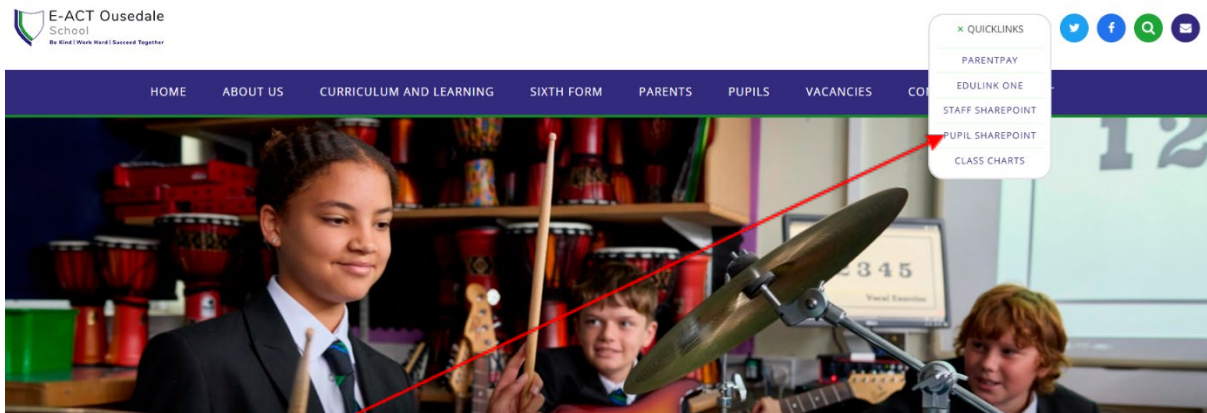
IT Support Guide for Pupils and Parents/Carers

How to access your web-based E-Mail and Teams account from home

Author	IT Manager
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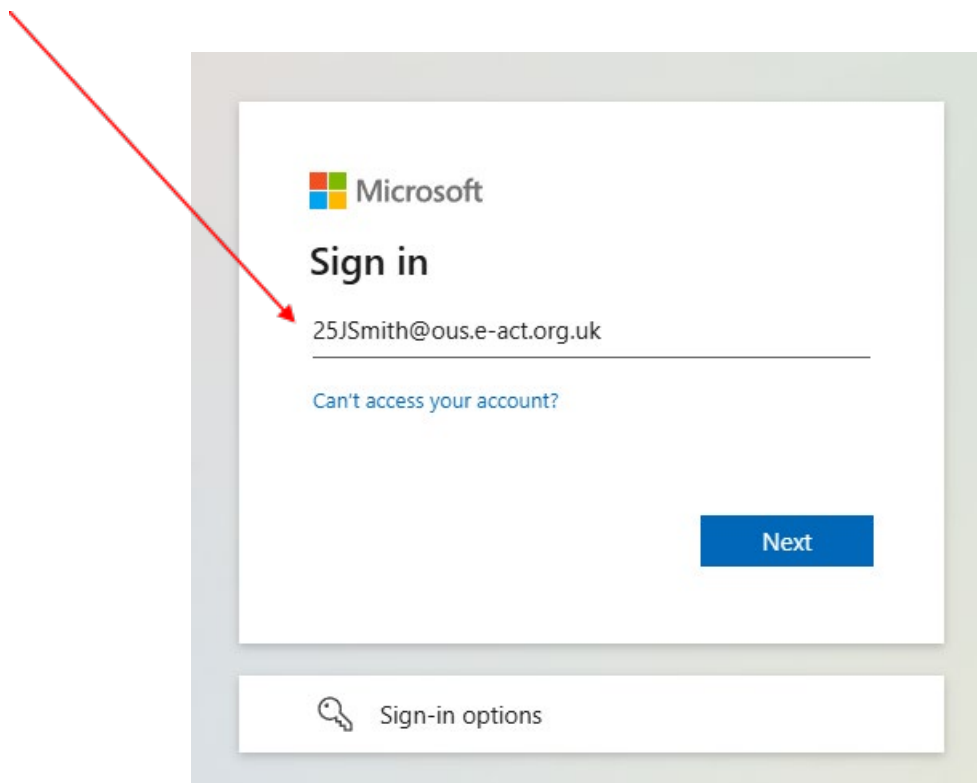
Go to the Ousedale website at www.ousedale.org.uk

On the Ousedale School home page, you will find a tab called 'Quick Links' on the right-hand side.



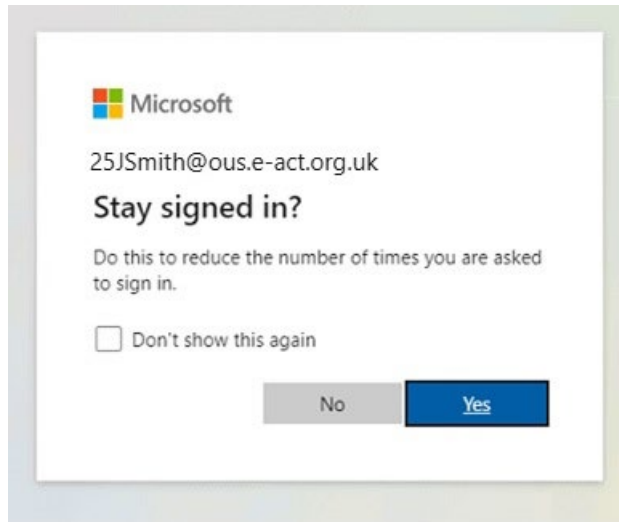
Click 'Pupil SharePoint'

A Microsoft sign in tab will appear where you will need to enter your school email address **IntakeYearFirstInitialSurname@ous.e-act.org.uk**



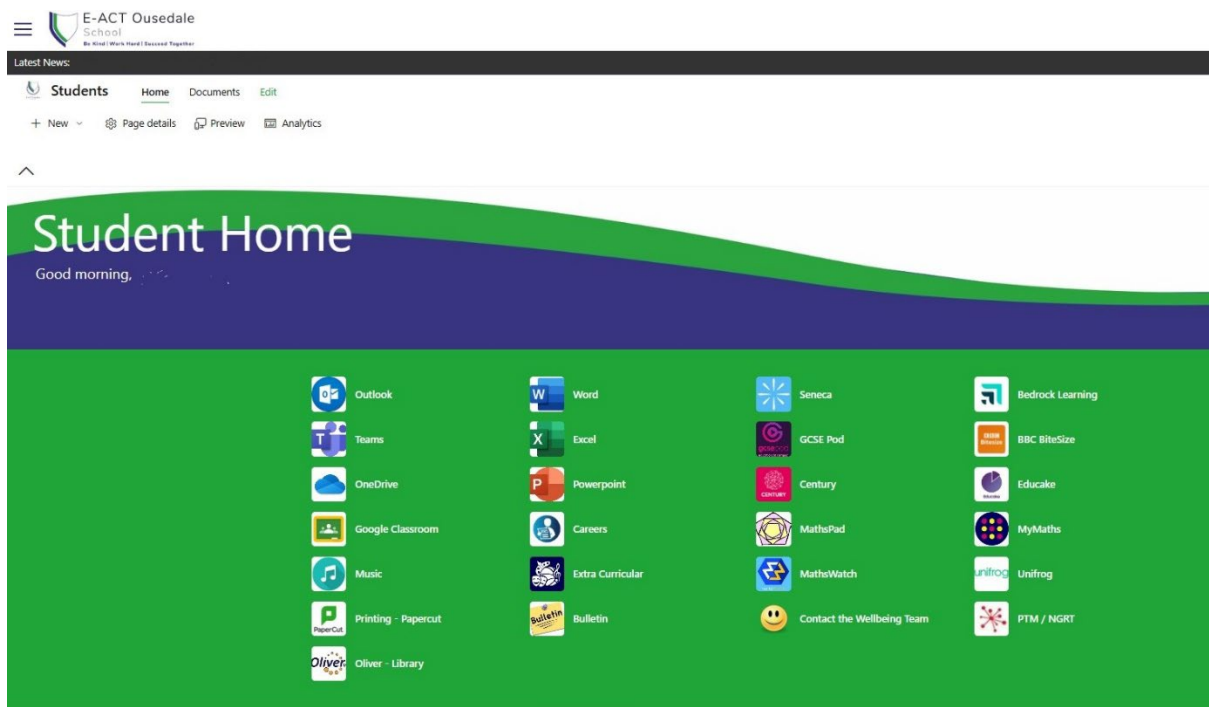
When prompted for a password, enter the same password you use to log in to the network.

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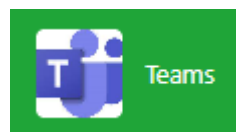
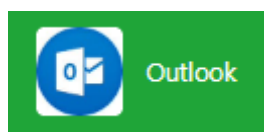


You will be asked if you would like to stay signed in. If you choose 'Yes' it will not ask you again to sign in unless you choose to sign out.

The Student Home Page will open as shown below:



Click on the Outlook or Teams Icon to open the web-based applications.



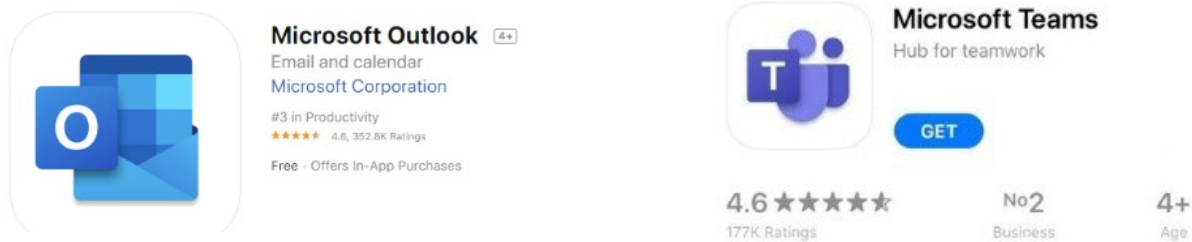
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Mobile devices (iPhone etc)

The **Outlook and Teams app** allows you easily access your e-mail and classes when you're on the go. Quickly open and send e-mails and get notifications when a new e-mail has arrived.

Download the Outlook and Teams app from the Apple app store or Goole Play store.

Log in to the app with your school e-mail address and password.



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