



## How to access school emails from home

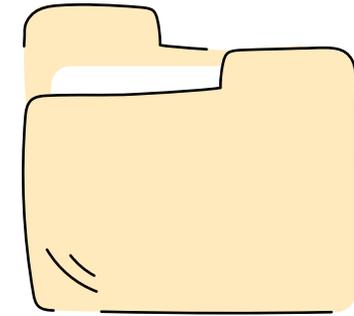
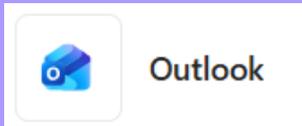
1. Type <https://www.microsoft365.com> into your web browser

2. Sign in with your school email address and password  
`yourusername@allertongrange.com`

3. Select 'Apps'



4. Select Outlook (this is your emails)



## How to access school files from home

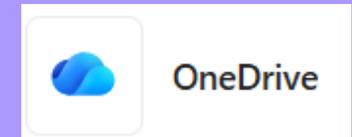
1. Type <https://www.microsoft365.com> into your web browser

2. Sign in with your school email address and password  
(`username@allertongrange.com`).

3. Select 'Apps'



4. Select OneDrive



5. Select 'My Files' on the left-hand side.

