

4

- 1 Go to the school website: <u>www.fulford.york.sch.uk</u>
- 2 Scroll down to the bottom of the home page to find the icon below that provides the link to emails



3 This screen now appears – please be assured that link is safe.

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5 Enter the username and password that you would use to access the network from in school

Outlook ⁻ Web App	
Security (show explanation)	
 This is a public or shared computer This is a private computer 	
Use the light version of Outlook Web App	
User name:	
Password:	
	Sign in

6 **Requesting password resets for students**.

If a student has forgotten their password please follow these steps for it to be reset.

1 A parent and/or guardian is to request the password reset from a known e-mail address registered with the school. This **must** include the username of the student.

2 This should be sent to <u>office@fulford.york.sch.uk</u> where the parent email address will be checked against the addresses on our records by the Admin team via Sims.

3 Once confirmed, the request will forwarded to the IT Helpdesk who will respond and send the new password direct to the parent and/or guardian.