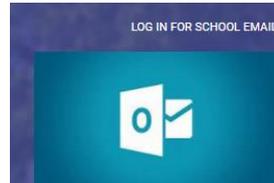


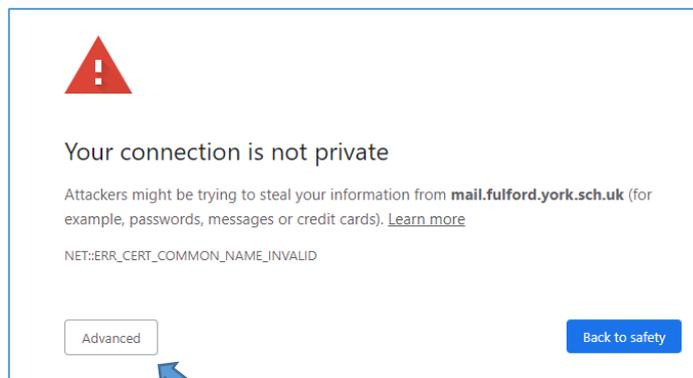


Accessing School Emails from Home

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

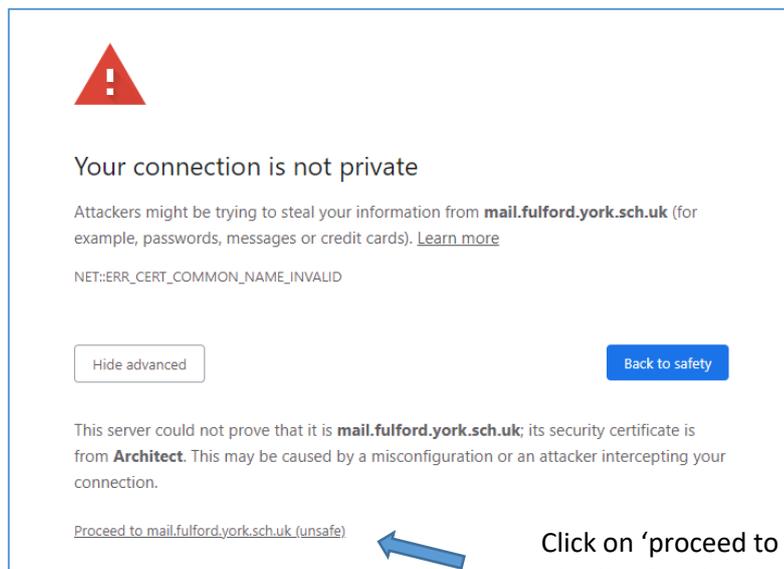


- 3 This screen now appears – please be assured that link is safe.



Click on the
'advanced' icon

4



Click on 'proceed to
mail.fulford.york.sch.uk'

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

Microsoft
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 office@fulford.york.sch.uk 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 be forwarded to the IT Helpdesk who will respond and send the new password direct to the parent and/or guardian.