

To access email from home:

- 1) Go to <https://outlook.office.com/>
- 2) Type your full email address, this will end **@pupil.yorkhighschool.co.uk**



- 3) You may need to type your email address again, along with your school network password:



You should then be taken to your inbox; the menu button at the top left will allow you to use other apps such as Word, PowerPoint and Excel.