

Your Personal Email Account

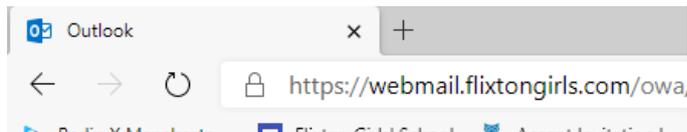
All students are provided with a personal school email account.

The email address will be in the format: 24BrowGe@flixtongirls.com

How to access it?

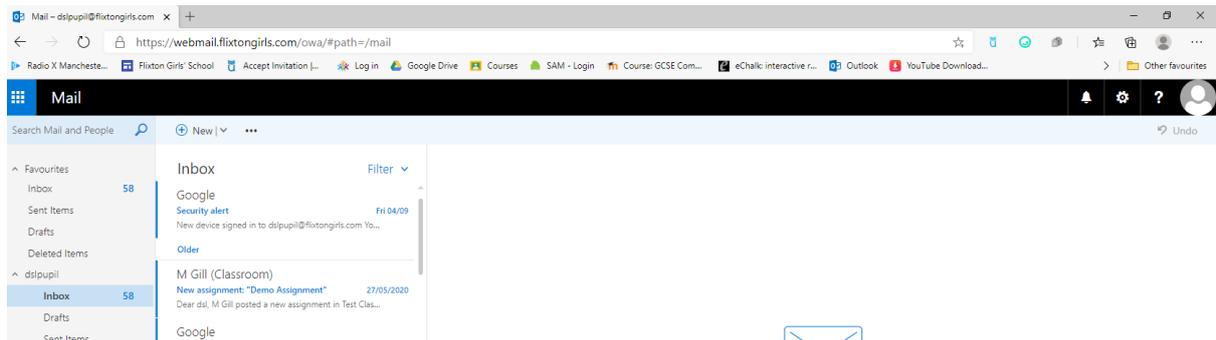
You can access your email account on almost any device, as Outlook Web App is browser based. On any computer, access the web page by entering at the top of the page

<https://webmail.flixtongirls.com/owa>



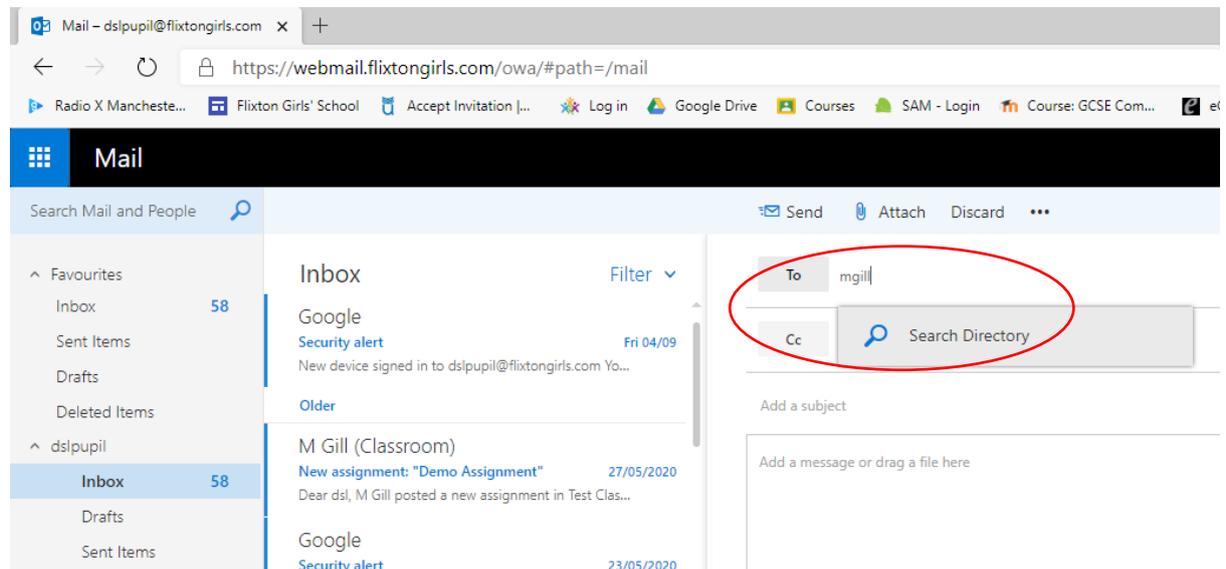
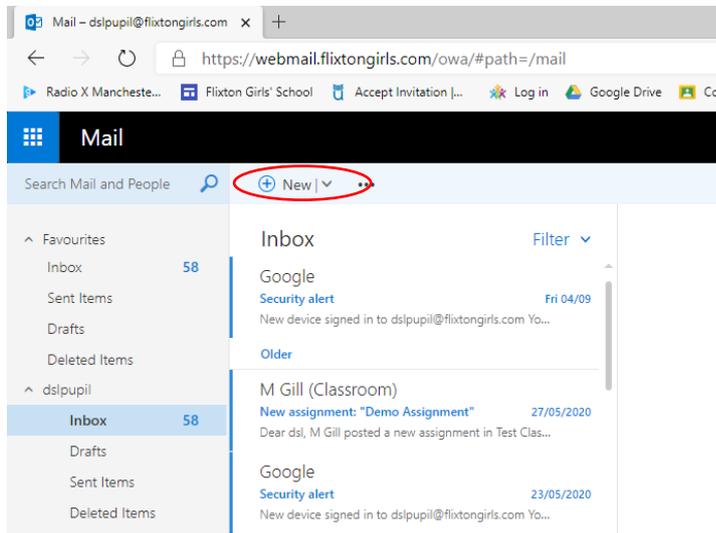
Outlook

When you login to your email you will be in the main Outlook view where you can read, create and manage your emails. The interface is very minimal in order that it looks very similar across all devices. There is a lot of white space because the app can be used on touchscreen devices.

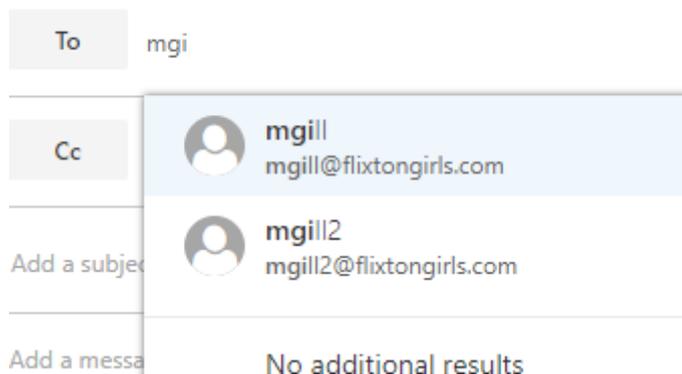


Sending an Email

To send an email click on "New" panel will open on the right where you can enter your text. To enter the recipients for your email type part of the address and then click Search contacts and directory. This will check your contacts plus the schools directory for any matches.



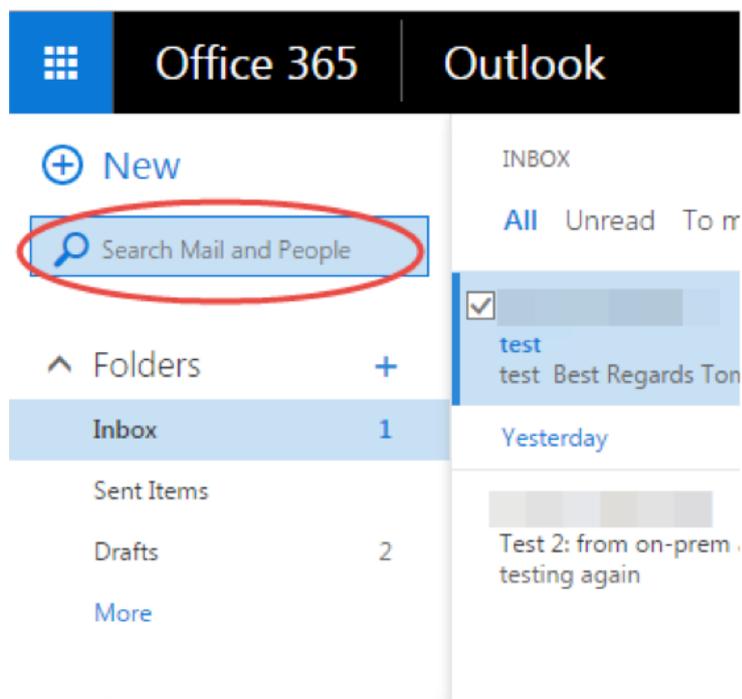
If there are, multiple matches a list will be generated select the address you would like to email.



However, this list only shows the top 20 matches and not all matches. To see more matches click on the either To: + sign on the right of the To: line and then enter the name in the Search People box and then add the person once you have found them by clicking. Once you have finished adding people click OK at the top of the screen. To send the email click Send at the top of the composition pane.

Searching

There is a very powerful search facility which you can use, when you search for a word it will check email names, peoples' names and text within emails.



Forwarding to a Personal Email Account

If you want to forward all emails to another email address, click on the settings button on the left of the screen when in the Mail app. Select Options and then Forwarding under the Accounts section. Click Start Forwarding and follow the simple instructions.



Logging Out

To log out click on the account image and sign out.

