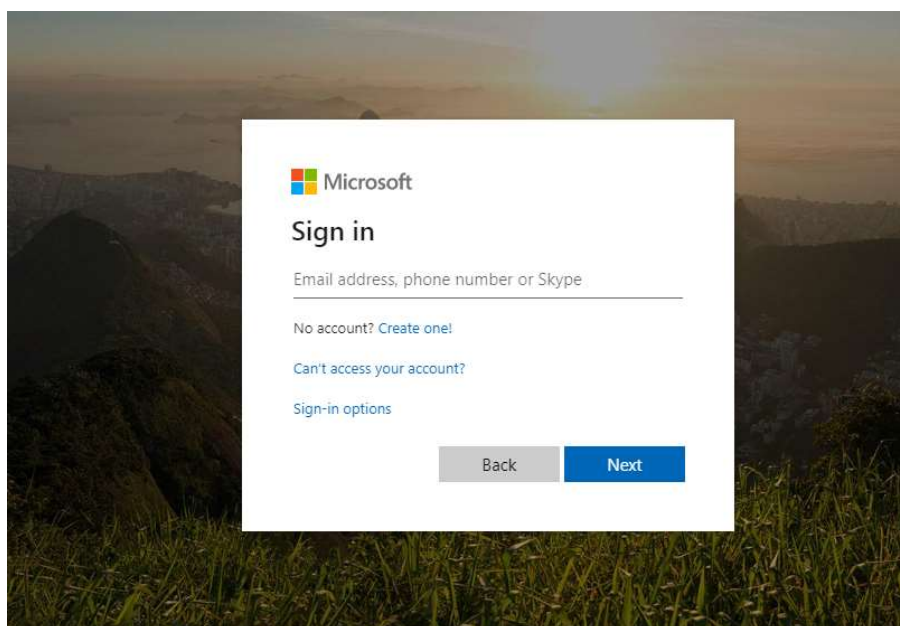


## How to access your school email

1. Log onto the school website <http://www.penworthamgirls.lancs.sch.uk/>
2. Once loaded, select the mail/envelope symbol at the top of the page



3. You then need to sign in using your email address – this is what you log into school with followed by **@penworthamgirls.lancs.sch.uk**

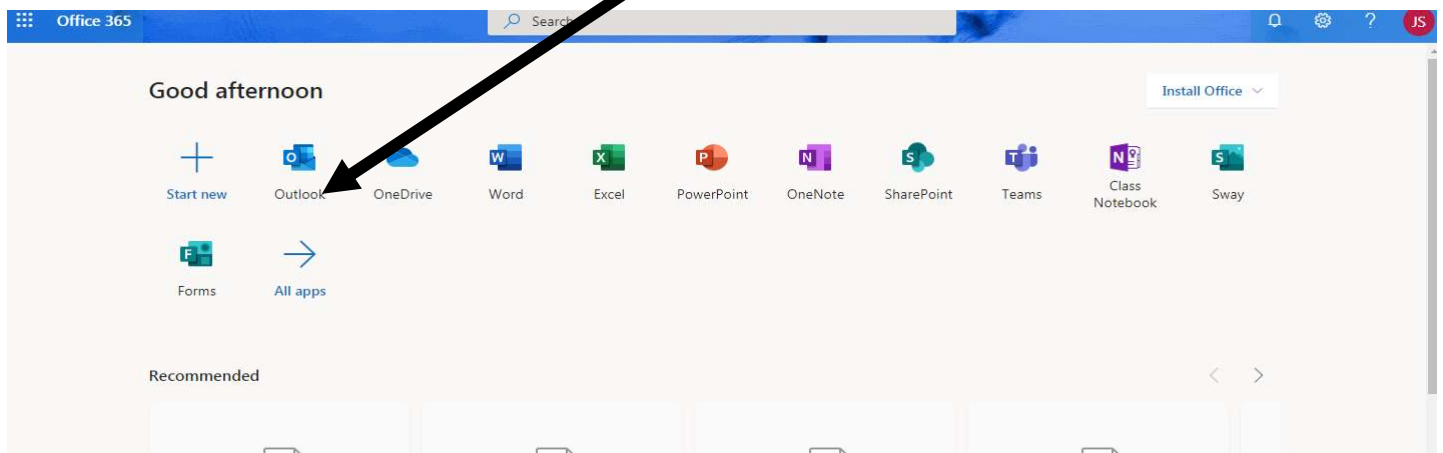


4. You will then need to enter your password



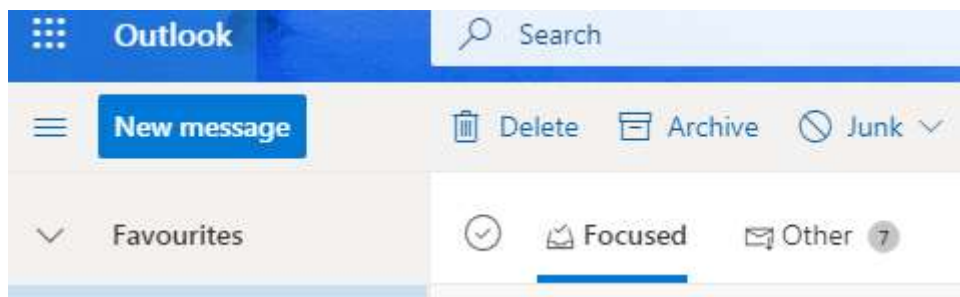
5. Once logged in, this screen will appear.

To access your email you need to select Outlook



6. Once this is selected, you have access to your email.

To send an email, you need to select the new message option at the top left of the screen



7. To send the email if you start to type who you are sending it to in the To box and suggested names and emails will appear

8. To attach a document, select the attach option



**What to do if you have forgotten your e-mail address and/or password:**

If you have forgotten your login details, please email [homesupport@penworthamgirls.lancs.sch.uk](mailto:homesupport@penworthamgirls.lancs.sch.uk), remembering to give your name, and our IT team will get back in touch with your email address and a new password.