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**

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	Sign in	
	Email address, phone number or Skype	
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	Can't access your account?	
	Sign-in options	
	Back Next	

4. You will then need to enter your school password



5. Once logged in, this screen will appear.

To access your email you need to select Outlook

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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

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- 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

