

How to access school emails from home

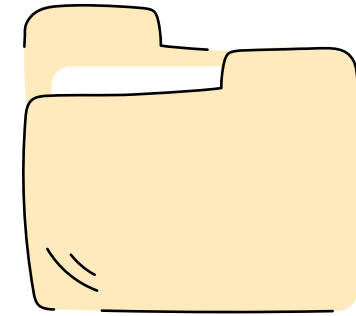
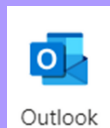
1. Type <https://www.office.com> into your web browser

2. Sign in with your school email address and password
yourusername@allertongrange.com

3. Click on the 'Waffle'



4. Select Outlook (this is your emails)



How to access school files from home

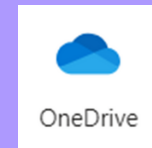
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2. Sign in with your school email address and password
(username@allertongrange.com).

3. Click on the 'Waffle'



4. Select OneDrive



5. Select 'My Files' on the left-hand side.

