Logging in and E-mail

Open your browser (Internet explorer, Edge, Chrome) and visit the school website

www.hebburn.net



You will be asked to enter your username and password.

Your username is ar	ranged in the	e following v	vay		
Year you started Hebburn		Last name	First initial	@hebburn.net	
E.g. 20bloggsj@hebl	<u>burn.net</u>				
	Outlook			Outlook	
Microsoft Sign in to continue to Outlook 20blogsi@hebburn.net Can't access your account? Sign in with Windows Hello or a security key ③		ত Next	Microsoft ← framer@hebburn.net Enter password Password Forgot my password		

You will need to enter in your password (this is the password you use at school to access the computers. If it does not work or you cannot remember your password click on the 'forgot password' link.



Once you have logged in you can then access your emails. Your received emails will be displayed in a column at the left side of the screen. Simply click the message you would like to read and it will be displayed at the right.

<u>5</u>	Hebburn Compreher	nsive School 🗙 🧧	Email - Richard Frame - Outlook
\leftarrow	ightarrow O	A https://out	look.office.com/mail/inbox/
	Outlook	\mathcal{A}	,∕⊃ Search
	New message		🛍 Delete 🖻 Archive 🔇
~	Favourites		Socused Other
\Box	Inbox	379	MyAnalytics MyAnalytics Network
\land	Sent Items		Last week

To Create a new message to send to a member of the school community click on the blue 'new message button at the top left of the screen.

PLEASE NOTE*

E-mail should only be used to contact staff and under no circumstances should it be used for informal chat.

The e-mail system is constantly monitored, and any inappropriate content will result in the account being locked and school behaviour sanctions issued to students

When you click on the new *message* button the display screen at the rights side will change to a compose screen so you can create your message.

🍜 Email - Richard Frame - Outlook 🗙 🕂	
tlook.office.com/mail/inbox/id/AAQkADczNTE2NjE	4LWRmMWEtNGUwYS04ZDE4LTcwNTc3ODY10TIIYwAQAPaZulHnYEdBq1qzi7%2BHJ
♀ Search	10×00 × 0.0× 0 0 × 0 >
	≽ Send 🔋 Attach ∨ 🕲 Encrypt 🏢 Discard …
⊘ Focused Other Filter ∨	То
MyAnalytics MyAnalytics Network E 09:43	Cc
Last week	Add a subject
Pearson Customer Services DfE Announcement: BTE Thu 31/12	
Kahoot!	

To send a message you can begin typing in the **TO** field and the staff members name should appear.

<u>5</u>	Hebburn Comprehensive	School 🗙 🎑	Email - Richard Frame - Outlook 🗙 🕂	
\leftarrow	→ Ŭ A	https://outlo	ook.office.com/mail/inbox/id/AAQkADczNTE2N	ljE4LWRmMWEtNGUwYS04ZDE4LTcwNTc3ODY1OTIIYwAQAPa
	Outlook	P	₽ Search	KOKOQ KROK O (
	New message			Þ Send 🔋 Attach ∨ 🕲 Encrypt 📋 Discard …
~	Favourites		⊘ Focused Other Filter ∨	To richard fr
Ω	Inbox	379	MyAnalytics MyAnalytics Network E 09:43	Cc Richard Frame FrameR@hebburn.net
۵	Sent Items		Last week	Add a subje
0	Drafts	4		Add a subje

You will also need to click in the **'add a subject'** field and give the email a simple title to help staff understand the nature of your message for example. *A question about today's science lesson.*

	- 0 ,
E4LWRmMWEtNGUwYS04ZDE4LTcwNTc3ODY1OTIIYwAQAPaZulHnYEdBq1qzi7%2BHJps%3D	🕑 📩 🗊 📟 🎖 🏂 🕀 (Not syncing 🚱 …
TOKOO XYOK O O XYOK OOKI	S € € 6 ? ← Richard Frame
▶ Send 🔋 Attach ∨ 🕲 Encrypt 💼 Discard …	đ
To Richard Frame X	
ζζ	
A question about today's lesson	
≪3 4∧ A° B I U ∠ A ≡ i≡ +≇ +≇ * ≣ ≣ ≣ © ⊙ x* x, ↔	= s P P P = s →
Send V Discard	Draft saved at 11:59

When you have finished writing your email you will need to press the *send* button at the bottom of the screen.