## Accessing your emails

- Go to <u>www.outlook.com</u>
- Click 'sign in'
- Enter your email address. Your email is the year you joined the school (see table) followed by your first name and last name with dots in between.
- For example John Smith in year 8 would be <u>18.john.smith@corbybusinessacademy.org</u>
- Your password is your school password



Year group	Number at start of email
7	19
8	18
9	17
10	16
11	15
12	14
13	13