UP EDUCATION

HOW TO SET UP YOUR OUTLOOK ACCOUNT

This presentation will show you the following:

1. How to set up your Outlook account for school emails

2. How to use online Student Support Portal

WHY DO I NEED TO HAVE AN OUTLOOK ACCOUNT?

This is a very important platform for communication that will be used daily by your School, your Teachers, and the Head of College to communicate with you.

WHAT WILL YOU NEED

1. Google Chrome or Mozilla Firefox

2. Weblink: http://www.office.com

3. Your log-in details

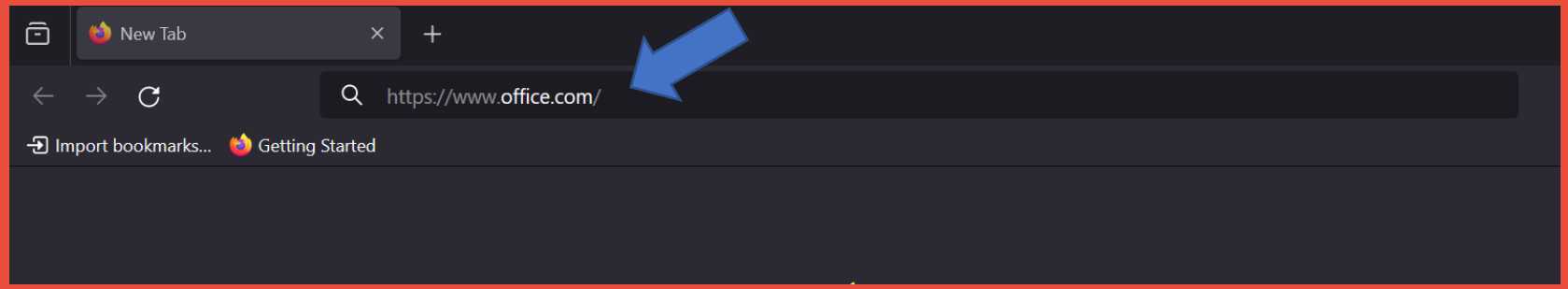
   - Username: 270******@upstudent.org
   - Password: **********

Step 1

Open your browser: Google Chrome or Mozilla Firefox

1. Search tab at the very top you will type in: https://www.office.com

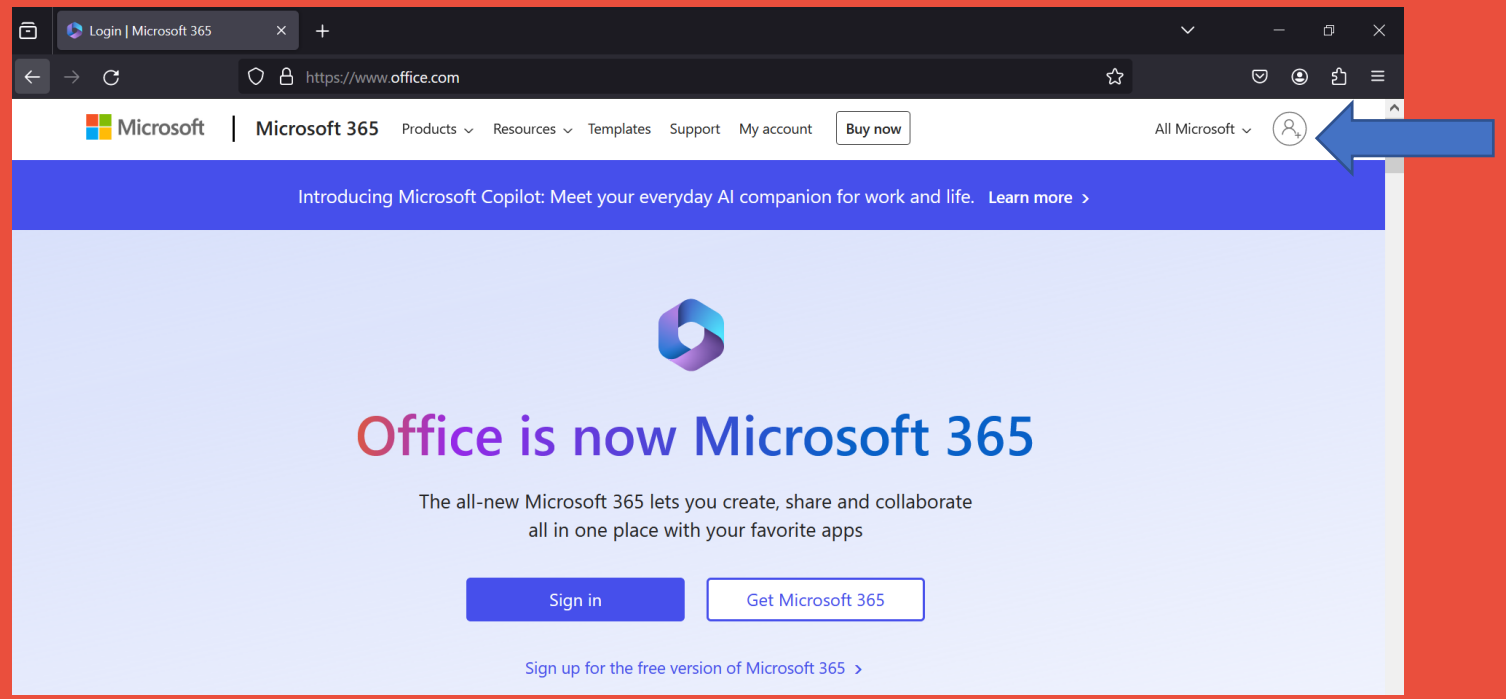
2. Press Enter



Step 2

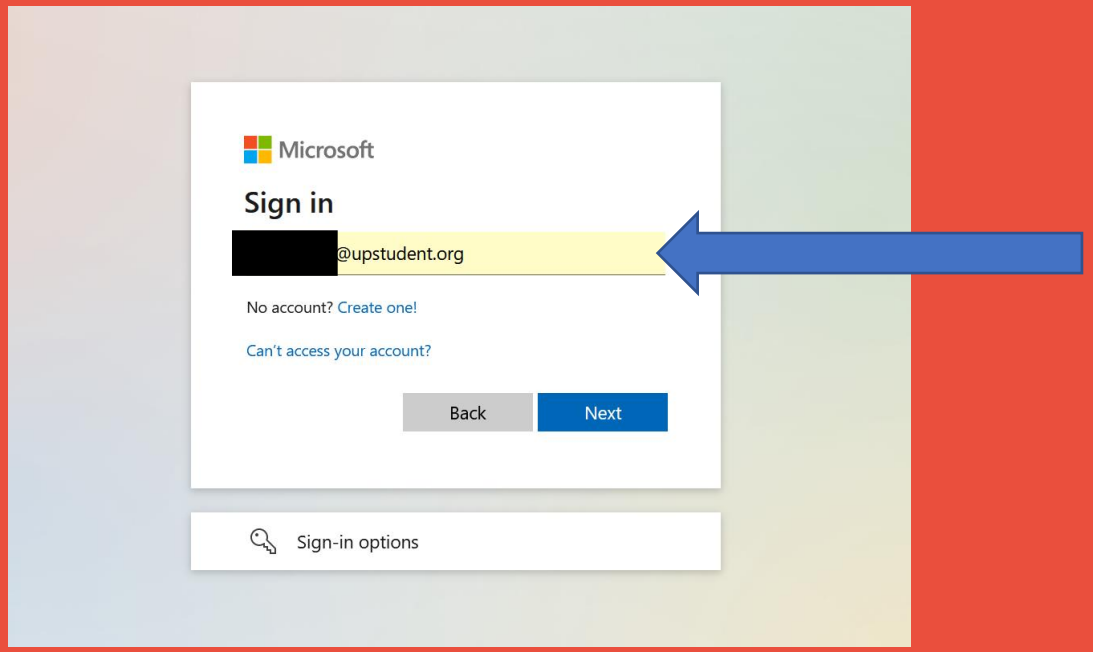
You will then see this page.

Press the icon from top right-hand side – where the arrow is pointing.



Step 3

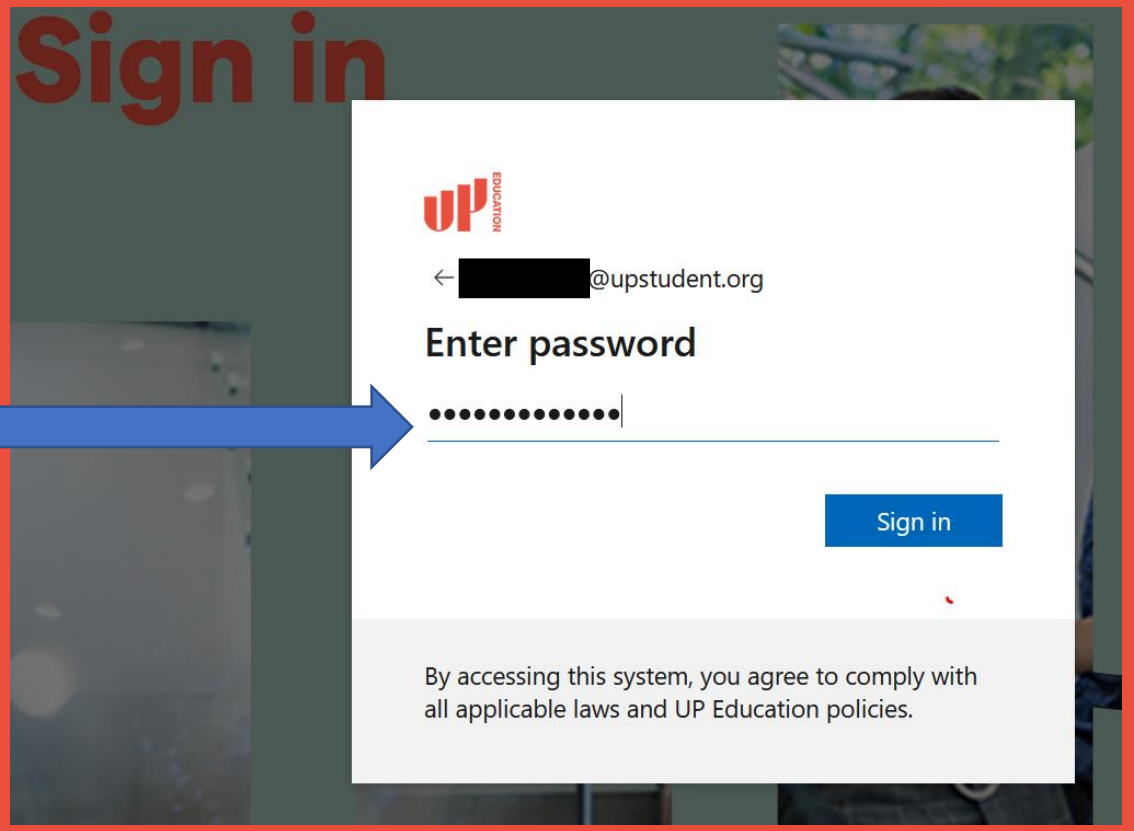
Now please have your username and password ready.
1. Enter in your username: 270******@upstudent.org where the arrow is.
2. Press Next



Step 4

1. Enter in your Password: ********** where the arrow is.

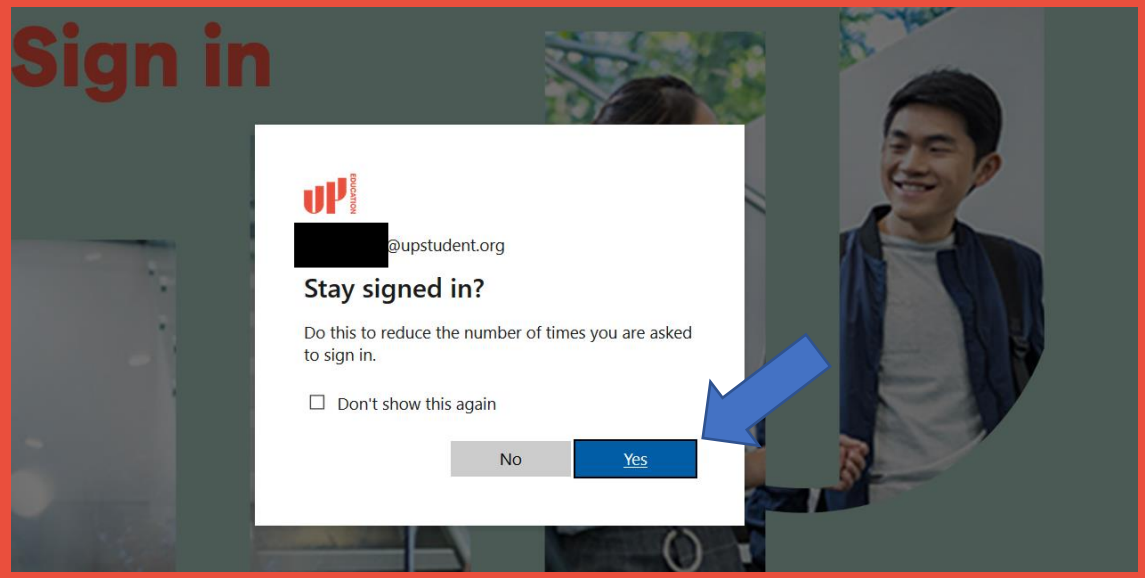
2. Press Sign In



Step 5

It will ask you if you want to stay signed in?
Click on YES.

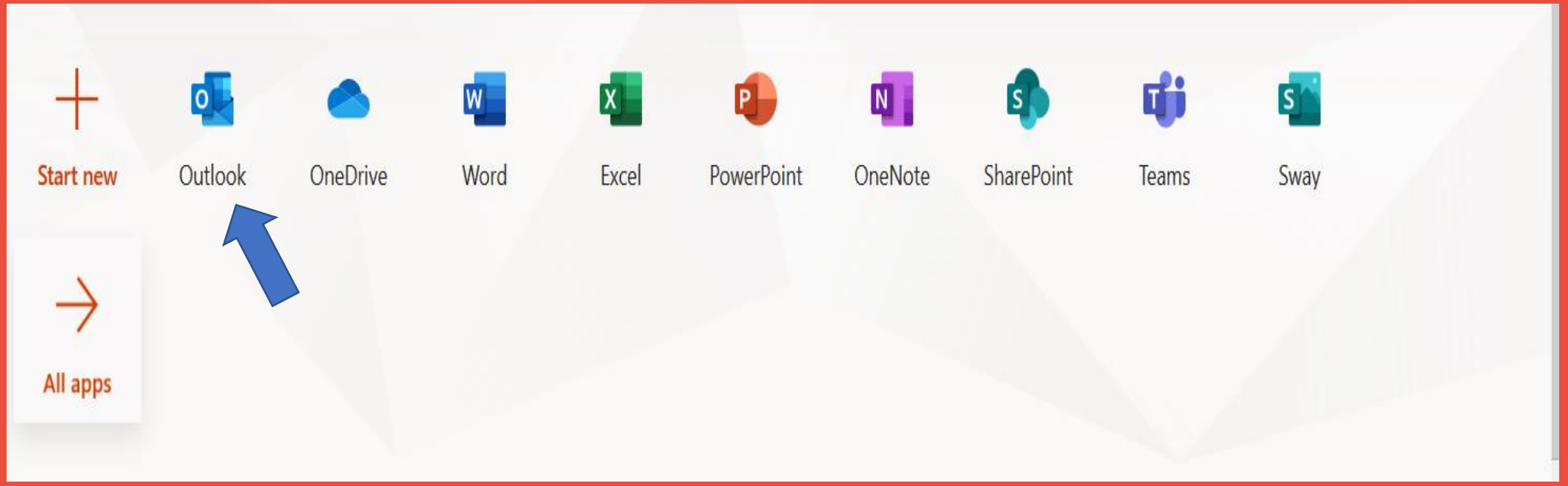
This way you will not need to keep signing in and the system will remember your credentials.



Step 6

You will then see this page:

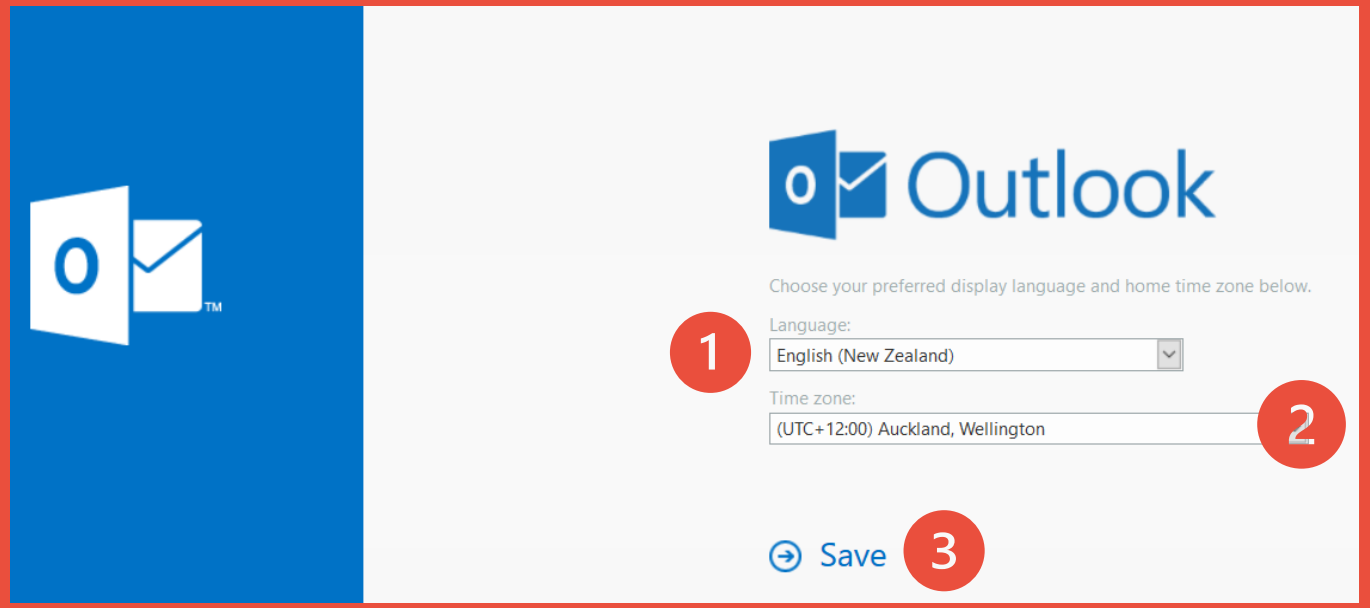
Select **Outlook**



Step 7

You will then see this page:

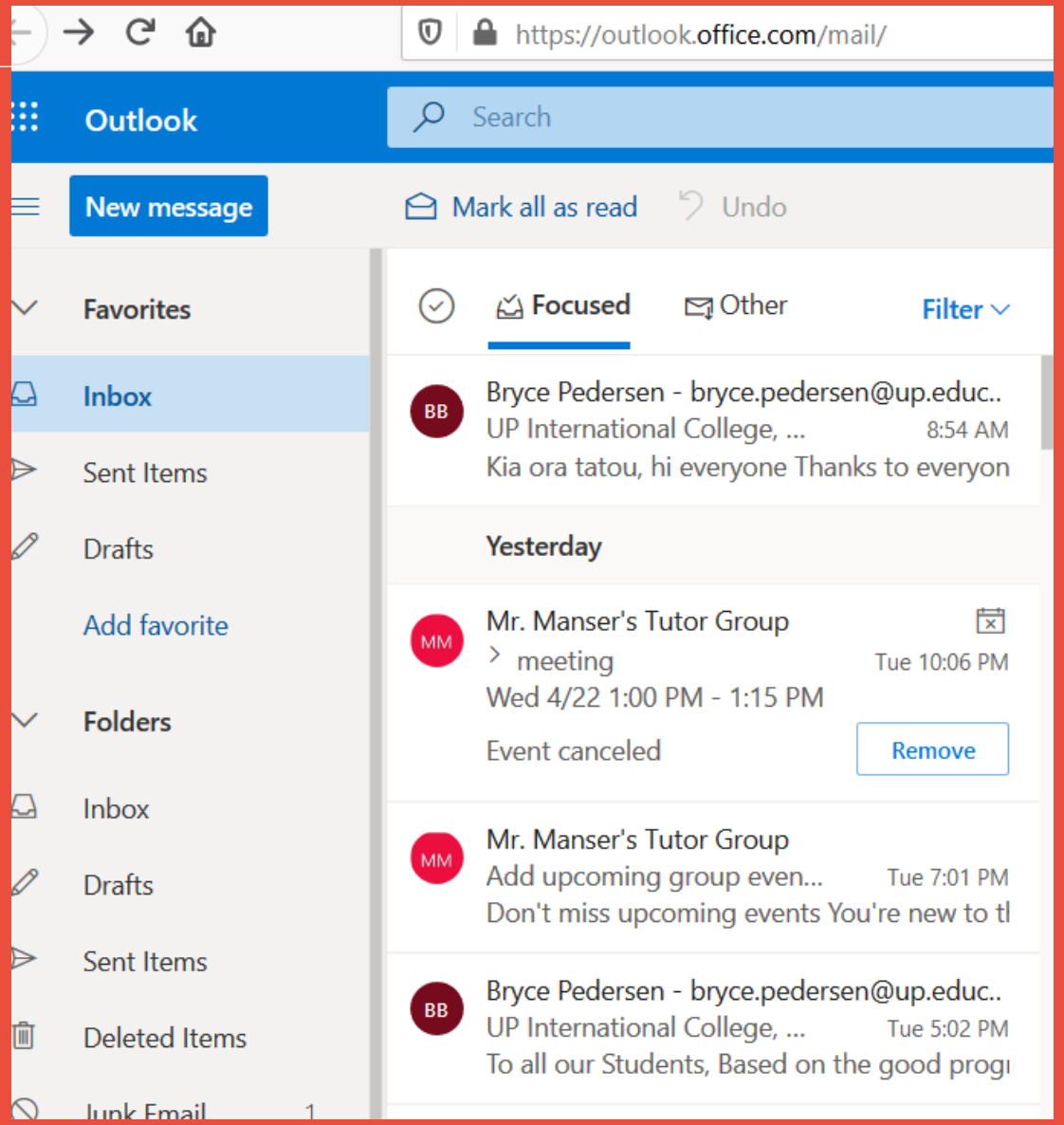
1. Enter in Language. **English (New Zealand)**
2. Time Zone: **(UTC+12:00) Auckland, Wellington**
3. Save



Step 8

Congratulations! Well done!

You are now able to use your Outlook to receive emails from our teachers and staff. You should also use this to send emails to communicate with your teachers or support staff.



Outlook Advice for Students

- Check your email several times each day.
- Include ID number, Family Name and First Name in the Subject line.
- Check your email several times each day.
- Practice your English – grammar, punctuation, vocabulary.
- All UPICNZ/UoAIC staff emails are: firstname.lastname@up.education
- All UPICNZ/UoAIC student emails are: 270*****@upstudent.org

Check your email several times each day.

Amplify your potential