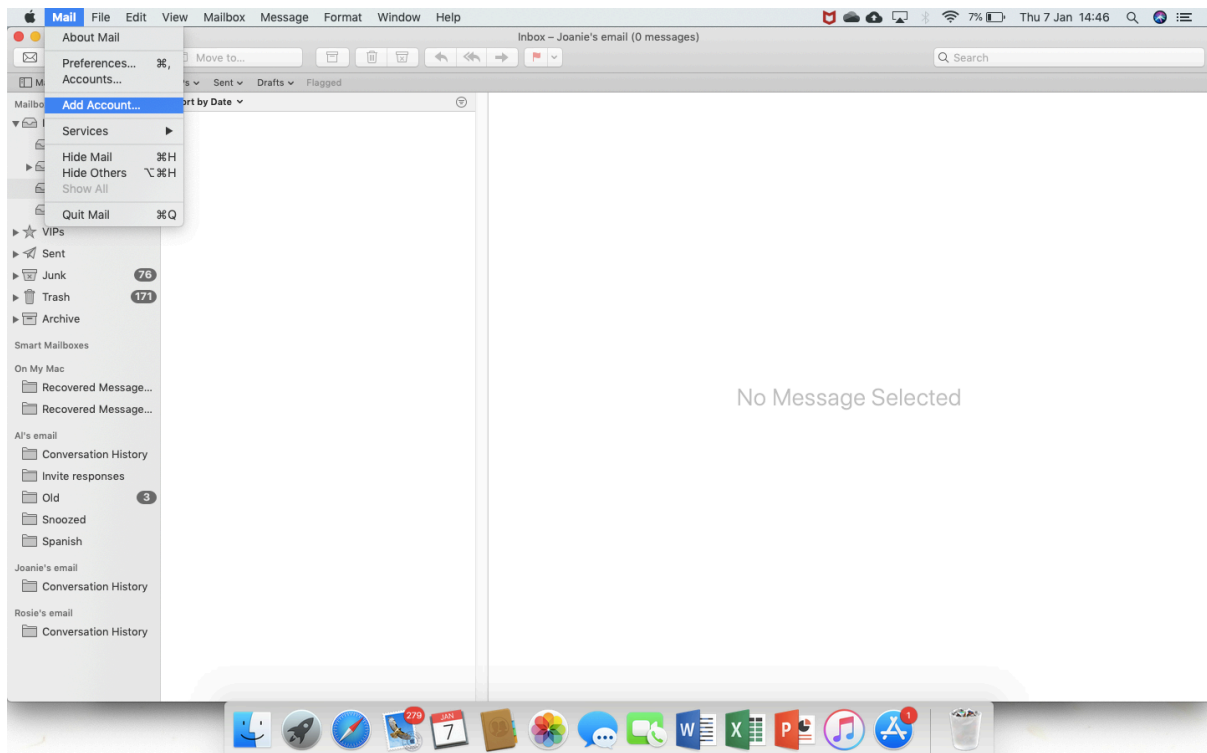
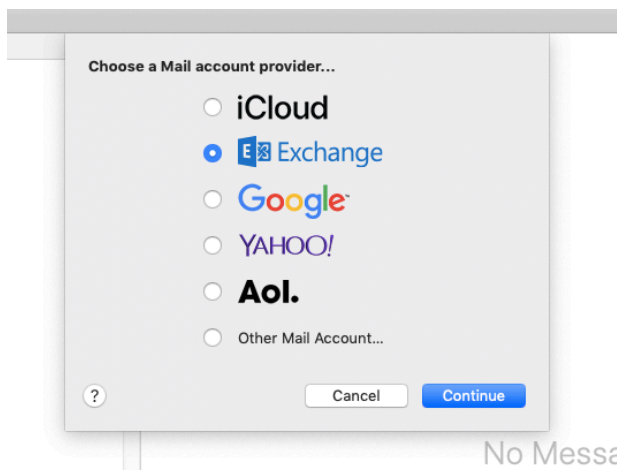


**Quick guide to adding child's school email account to laptop email application**  
***This is the Mac process but this should be similar on other formats, iPhone below***

MacBook: In the Mail application, on the top left click on Mail > Add Account

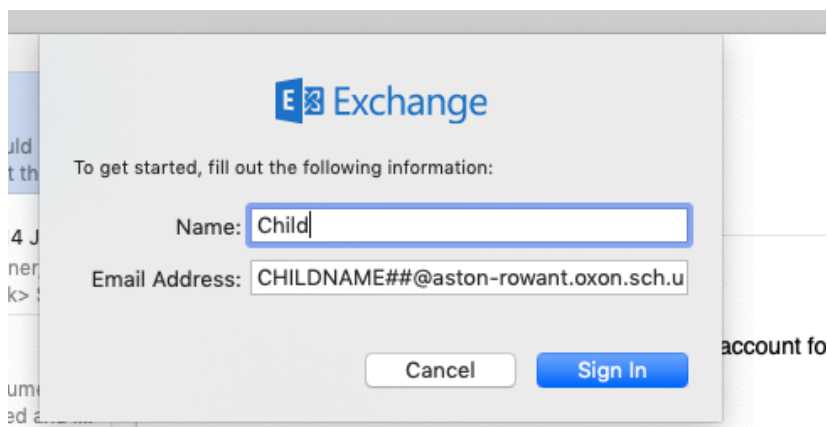


Select "Exchange" (This is Microsoft Exchange)



Enter the child's first name in the box that pops up.

Copy the child's email address and paste into the email address box.



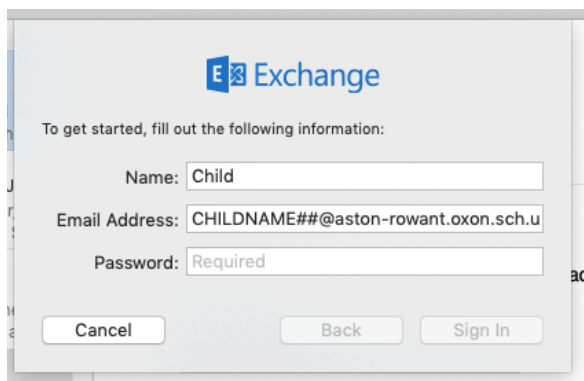
The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo. Below the logo, it says "To get started, fill out the following information:". There are two input fields: "Name:" with the text "Child" and "Email Address:" with the text "CHILDNAME##@aston-rowant.oxon.sch.u". At the bottom, there are two buttons: "Cancel" and "Sign In".

Click Sign In

On the next screen, enter the password provided in the password box.

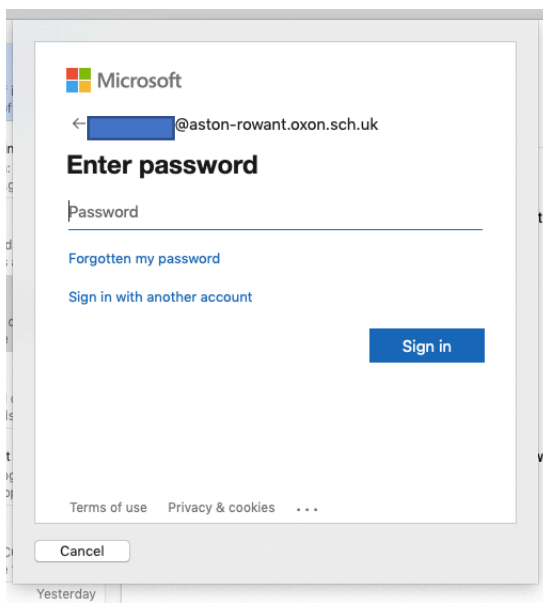
Click Sign In

It'll look like this this:



The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo. Below the logo, it says "To get started, fill out the following information:". There are three input fields: "Name:" with the text "Child", "Email Address:" with the text "CHILDNAME##@aston-rowant.oxon.sch.u", and "Password:" with the text "Required". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

Or this:

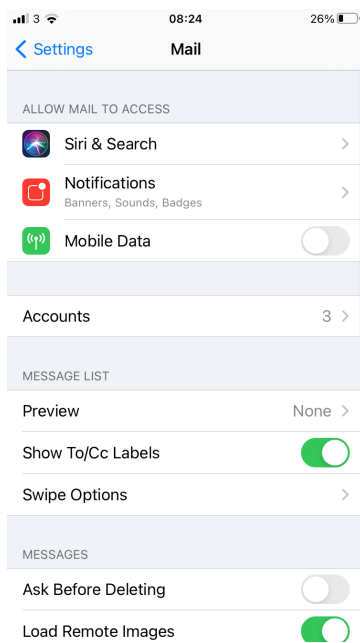
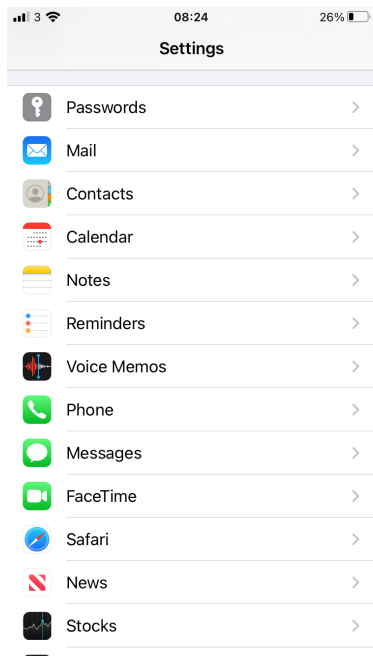


The image shows a Microsoft sign-in page. At the top, it says "Microsoft" with the logo. Below that, there is a back arrow and a text field containing "@aston-rowant.oxon.sch.uk". The main heading is "Enter password". Below that is a "Password" input field. There are two links: "Forgotten my password" and "Sign in with another account". At the bottom right, there is a "Sign in" button. At the bottom left, there is a "Cancel" button. At the very bottom, there are links for "Terms of use" and "Privacy & cookies".

You will then be prompted to change the password. Choose something your child will be able to remember but not too basic. Then it should work!

iPhone process:

Settings > Mail > Accounts > Add Account



 iCloud

Microsoft Exchange







 Outlook.com

Other