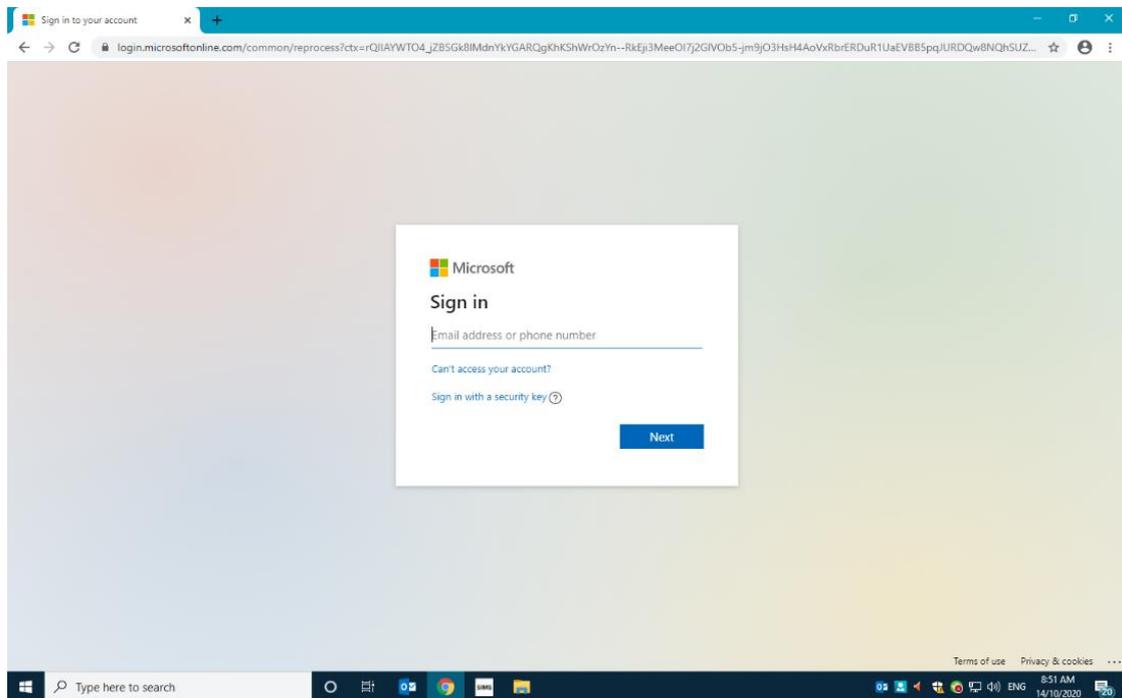


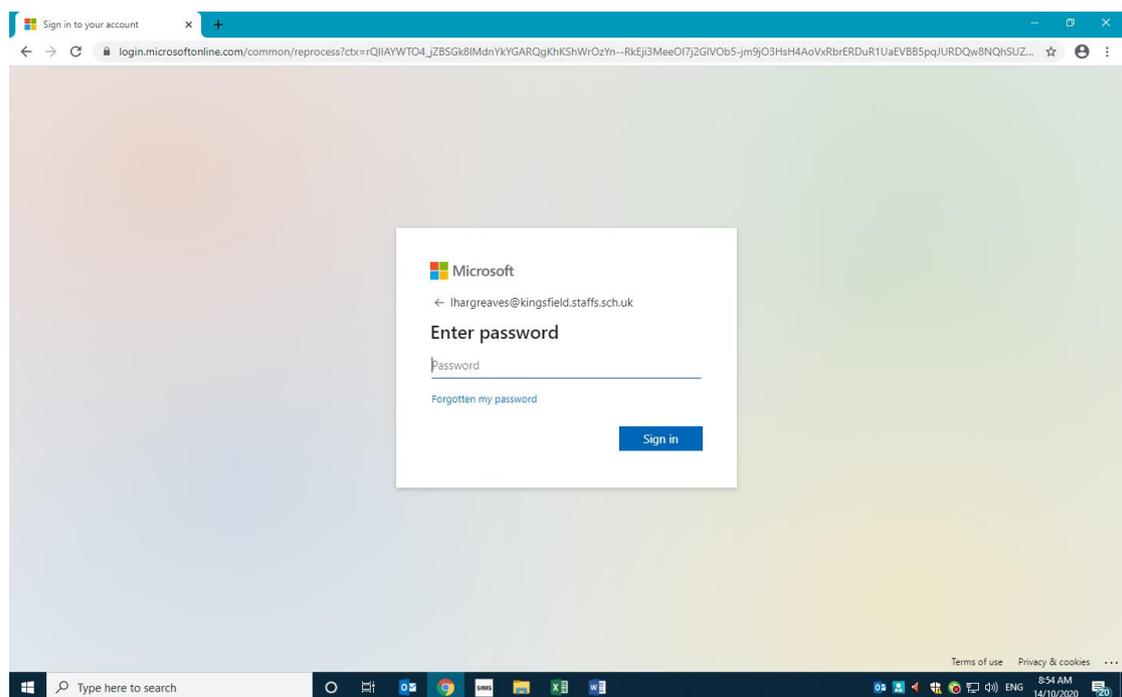
## Sending Emails

When you go to office.com and should get this screen.



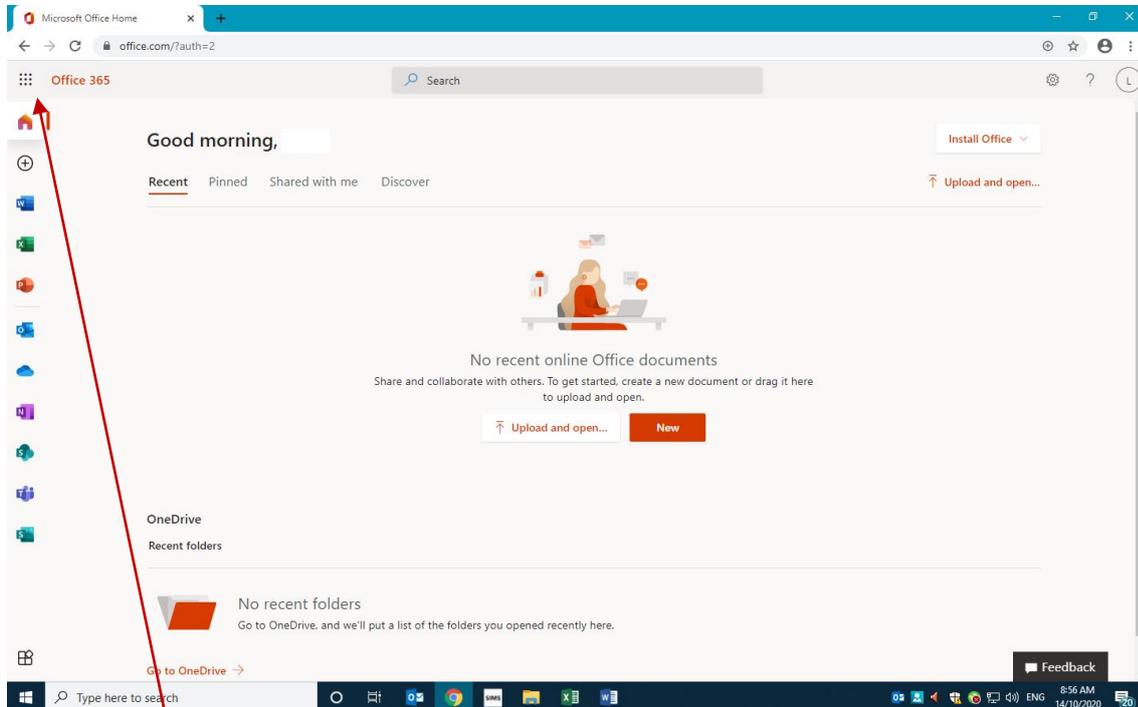
You'll need to add your child's email address in which can be found at the back of their Home-School links book and then click next.

You will get this screen which asks for the password which can also be found at the back of the Home-School links book.

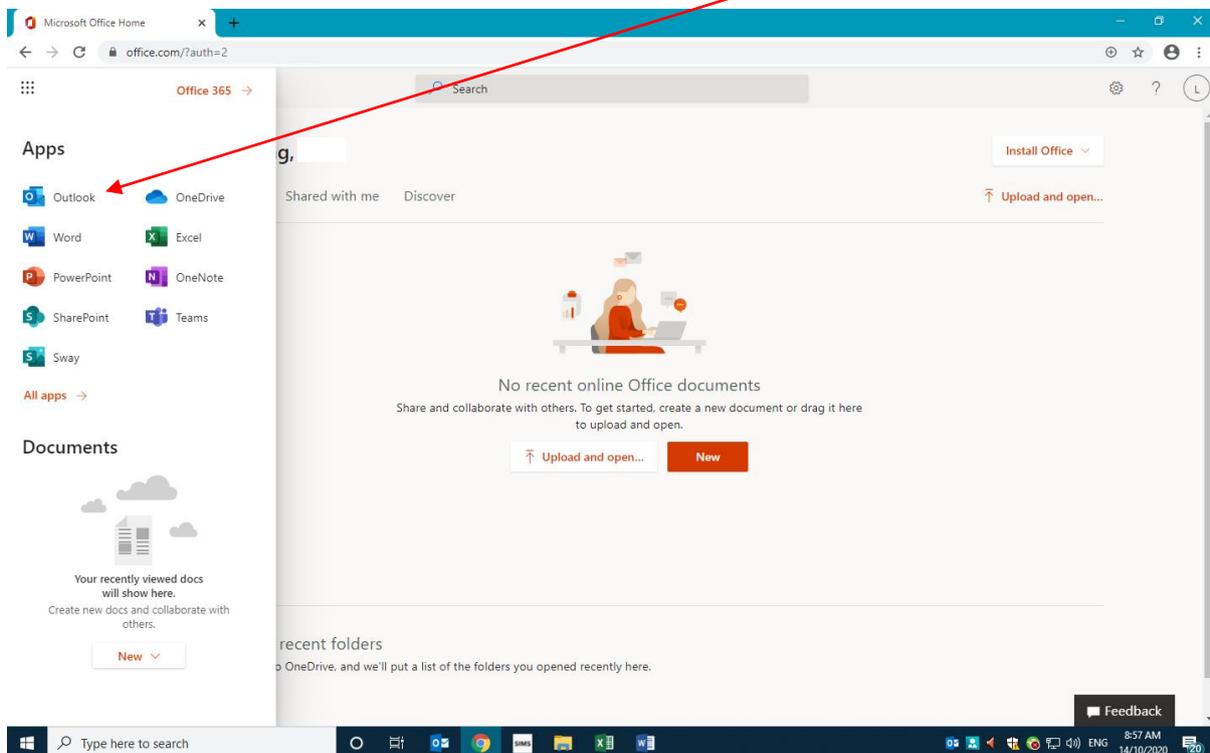


You'll need to add your child's password and then click sign in.

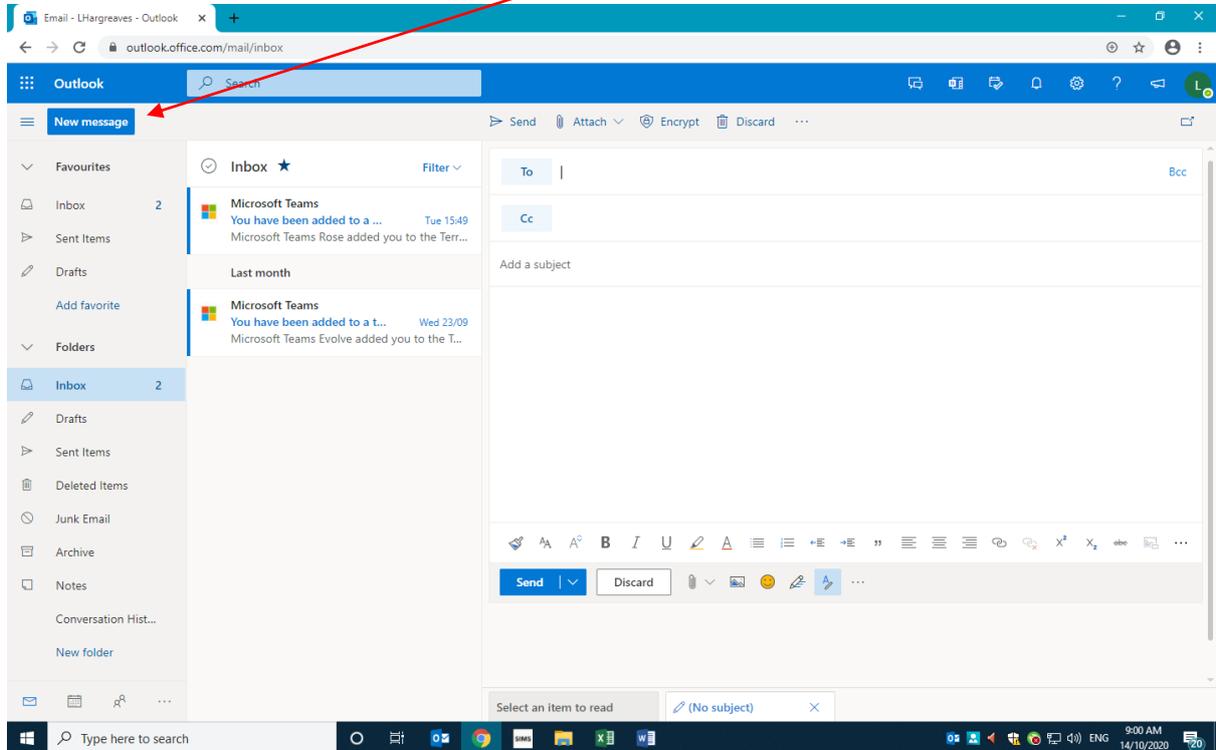
You'll get this screen; it may look slightly different on a mobile phone.



You need to click on the small squares at the top and then onto outlook.



This will open the emails and you'll be able to create a new message. To create a new message on a mobile it may be a plus button +



Type in the class homework email address and then press send.

Class homework emails:

- Little Ladybirds - [homeworkll@kingsfield.staffs.sch.uk](mailto:homeworkll@kingsfield.staffs.sch.uk)
- Busy Bees - [homeworkbbe@kingsfield.staffs.sch.uk](mailto:homeworkbbe@kingsfield.staffs.sch.uk)
- Clever Caterpillars - [homeworkcc@kingsfield.staffs.sch.uk](mailto:homeworkcc@kingsfield.staffs.sch.uk)
- Terrific Tigers - [homeworktt@kingsfield.staffs.sch.uk](mailto:homeworktt@kingsfield.staffs.sch.uk)
- Charming Cheetahs - [homeworkcch@kingsfield.staffs.sch.uk](mailto:homeworkcch@kingsfield.staffs.sch.uk)
- Perfect Panthers - [homeworkpp@kingsfield.staffs.sch.uk](mailto:homeworkpp@kingsfield.staffs.sch.uk)
- Learning Lions - [homeworkli@kingsfield.staffs.sch.uk](mailto:homeworkli@kingsfield.staffs.sch.uk)
- Super Squirrels - [homeworkss@kingsfield.staffs.sch.uk](mailto:homeworkss@kingsfield.staffs.sch.uk)
- Wise Owls - [homeworkwo@kingsfield.staffs.sch.uk](mailto:homeworkwo@kingsfield.staffs.sch.uk)
- Fantastic Foxes - [homeworkff@kingsfield.staffs.sch.uk](mailto:homeworkff@kingsfield.staffs.sch.uk)