## **Sending Emails**

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

🚦 Sign in to your account 🛛 🗙 🕂		- <b>0</b>
<ul> <li>→ C          <ul> <li>Iogin.microsoftonline.com/common</li> </ul> </li> </ul>	v/reprocess?ctx=rQIIAYWT04_jZB5GK8IMdmYkYGARQgKhKShWrOxfmRkEji3MeeOl7j2GIVOb5-jm9jO3Hat ■ Microsoft Sign in Email address or phone number Cart access your account? Sign m with a security key ()	MAAWARbHERDURIUJAEVB85pq/URDQw8NQHSUZ 🖈
	Next	Terms of use Privacy & cookies

You'll need to add your child's <u>email address</u> 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 - <u>homeworkll@kingsfield.staffs.sch.uk</u> Busy Bees - <u>homeworkbbe@kingsfield.staffs.sch.uk</u> Clever Caterpillars - <u>homeworkcc@kingsfield.staffs.sch.uk</u> Terrific Tigers - <u>homeworktt@kingsfield.staffs.sch.uk</u> Charming Cheetahs - <u>homeworkcch@kingsfield.staffs.sch.uk</u> Perfect Panthers - <u>homeworkpp@kingsfield.staffs.sch.uk</u> Learning Lions - <u>homeworklli@kingsfield.staffs.sch.uk</u> Super Squirrels - <u>homeworkss@kingsfield.staffs.sch.uk</u> Wise Owls - <u>homeworkwo@kingsfield.staffs.sch.uk</u> Fantastic Foxes - <u>homeworkff@kingsfield.staffs.sch.uk</u>