

Setting up and accessing your child's school Microsoft Outlook 365 email address

We are going to set up all the children with a school email address – to help them with remote learning and to enable us to invite them to virtual meetings with their teachers.

If you haven't already got the Microsoft Outlook app on your device, please download this first.

Search for 'Microsoft Outlook' when looking for this app, for example in the Apple app store, or Google Play store.

Install this app please.

When you open up the email application, it will ask you to enter your child's email account details.

Your child's school email address is their first name in full and then the first letter of their surname, followed by @laneendprimary.org.uk

So, for example Thomas Jones would be: thomasj@laneendprimary.org.uk

No capital letters are needed in the email address. The password depends on the year group your child is in – we will send these via the parents text for your child.

We will text all the families their child's school email and password as soon as we can – please bear with us, this may take some time!

When you have managed to download the app, set up your child's email address and logged them into the email program with their password, please could you ask them/or help them to send a test email to their teacher on the email addresses below as soon as they can – just saying 'hi' or 'test'.

year6@laneendprimary.org.uk

year5@laneendprimary.org.uk

year4@laneendprimary.org.uk

year3@laneendprimary.org.uk

year2@laneendprimary.org.uk

year1@laneendprimary.org.uk

reception@laneendprimary.org.uk

nursery@laneendprimary.org.uk

This way, we can see who has managed to get logged into the school email system and who needs help.

If you need any help to do this, please email the class teachers on the class email addresses and we will try to get to you as soon as we can.

We would like to get all children a school email up and running by the end of the week, so that next week we can show you how we are hoping to invite the children to a virtual meeting with their teacher and their class while working from home.

Thank you for your support in this – it may takes us a little while to get everyone up and running – but together, we can do this!

Mrs Britton and the Lane End Team