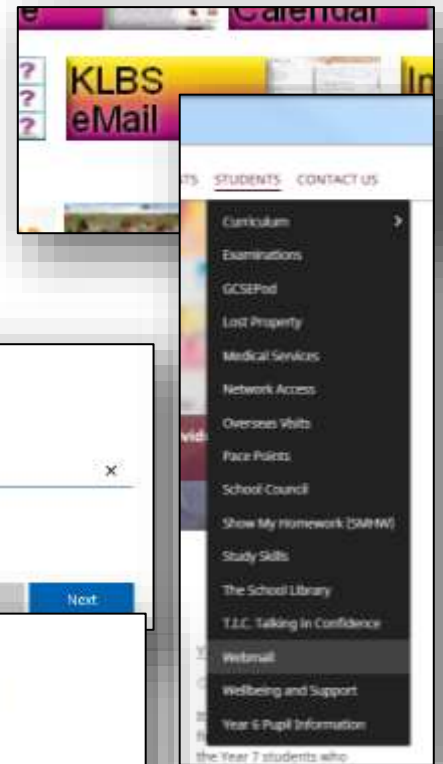


A quick guide to using your KLB School email

How to **access** your school email:

1. If you are **in school**, just click on the link in the **Intranet home page**
2. If you are **at home**, go to the **school website**, then select **Webmail** from the STUDENTS menu



How to **sign in** to your email:

1. Enter your **school username** PLUS **@klbschool.org.uk**
i.e. **18jsmith@klbschool.org.uk**
2. Click on **NEXT**
3. Enter your **school password**
4. Click on **NEXT**
5. Set your **time zone** to (UTC+00:00 Dublin etc) and **Save**



How to **use** your email:

1. Your **Inbox** contains any email that you have received.
2. **Double-click on an email to read it.**
3. You can **Reply** to an email, **Forward** it to someone else or just **Delete** it

