

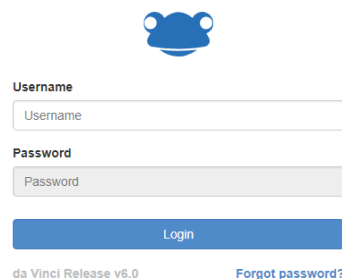
Student Guide: Accessing your emails

Over the summer there have been a few changes about how students will access their emails. This document is a guide informing them of how to do so.

Step 1: Login to Frog

Students will need to log into Frog by using the following link
<https://vle.arnoldhillacademy.co.uk>

To Login to Frog the student will need to use their normal network username and password. (See Figure 1).



The image shows a login form for Frog. At the top right is a blue frog icon. Below it are two input fields: 'Username' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom left, it says 'da Vinci Release v6.0' and at the bottom right, there is a link for 'Forgot password?'.

Figure 1

Step 2: Click Office 365 Student Email

Once students have logged into Frog they will see down the right hand side an Office 365 icon (Figure 2). Click this icon and the students will be directed to their new Office 365 email.

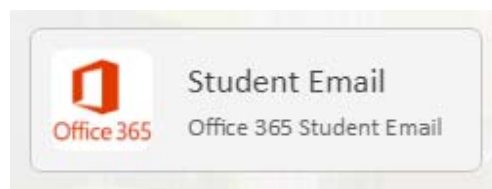


Figure 2

Using Internet Explorer

Once you have logged into Frog and clicked the Office 365 Email icon you will be logged in automatically to your new Office 365 email. If you are not using a school device you will need to enter your email address (username@arnoldhillacademy.co.uk) and normal network password.

Using Google Chrome (other browsers)

Once you have logged into Frog and clicked the Office 365 Email icon you will be redirected to this screen (Figure 3) where you will need to input your email address (username@arnoldhillacademy.co.uk) and your normal network password.

Arnold Hill Academy

Sign in with your organizational account



The image shows a sign-in form for Arnold Hill Academy. It features two input fields: the first is for the email address, containing the text 'username@arnoldhillacademy.co.uk', and the second is for the password. Below the password field is a blue 'Sign in' button.

Figure 3