

Hendon School

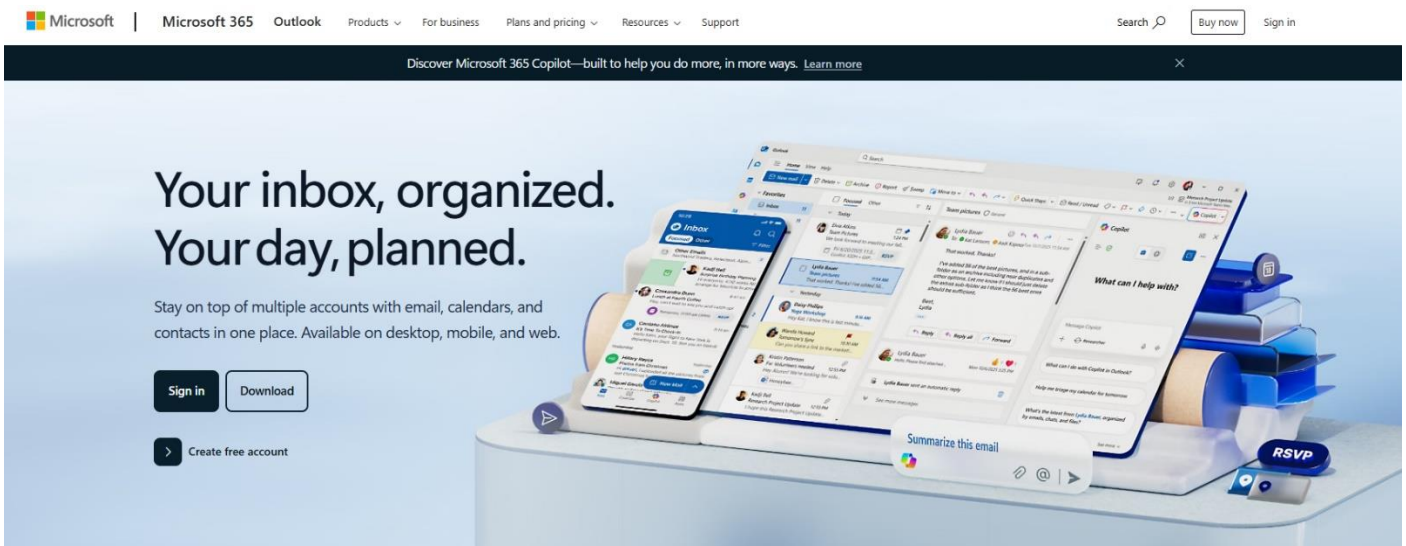
How to Access Your Outlook Student Email Account

Use the steps below to sign in to your school-provided Microsoft Outlook email account. This is the mailbox where you'll receive important updates from teachers, administrators, and school systems—so check it regularly!

Step 1: Go to the Outlook Sign-In Page

Open a web browser (Chrome, Edge, Safari, etc.) and visit:

 <https://www.outlook.com>



Click **Sign in**.

Step 2: Enter Your School Email Address

Type in the email address provided by your school.
This usually looks like:

- **xxxxxxx.302@hendonschool.co.uk**
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Step 3: Type Your Password

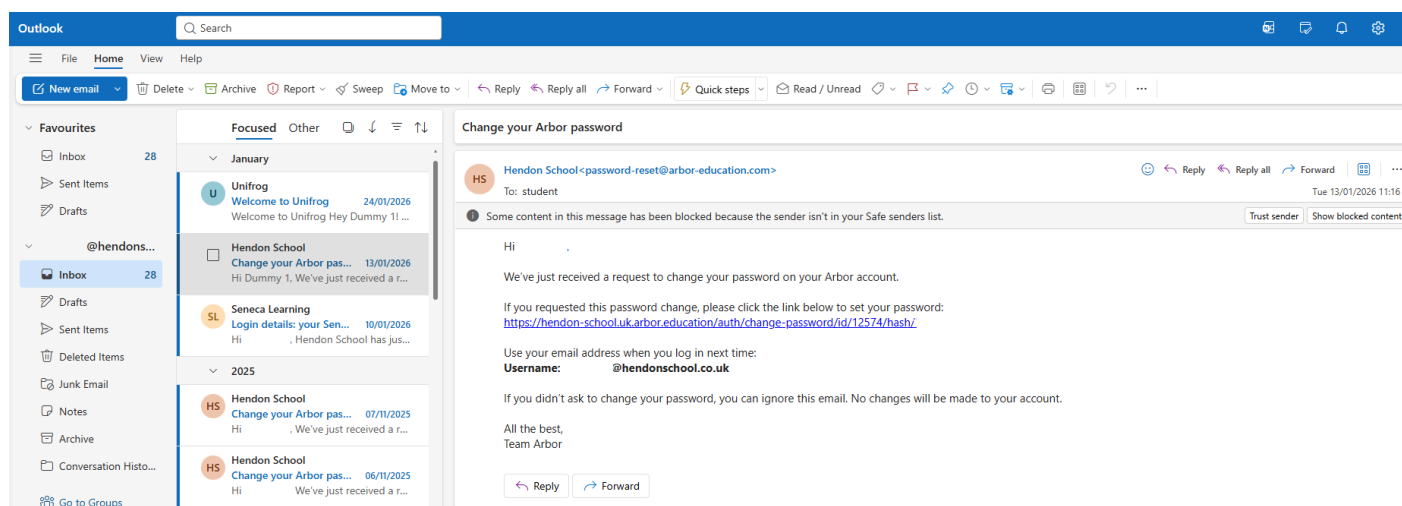
Enter the password assigned to you by the school.

- ◆ If you don't have your computer/email password, please approach your Head of Year or the school's IT support team.

Step 4: Access Your Inbox

Once logged in:

1. Your inbox will open.
2. You can now read, send, and organise your email.



Optional: Install Outlook on Your Phone

This makes it easier to check your school emails daily.

1. Download **Microsoft Outlook** from the **App Store** or **Google Play**.
2. Open the app and tap **Add Account**.
3. Sign in using your school email and password.

Pro Tips for Students

- Don't share your password with anyone.
- If you forget your password, ask your **Head of Year** or the **school's IT support team**.