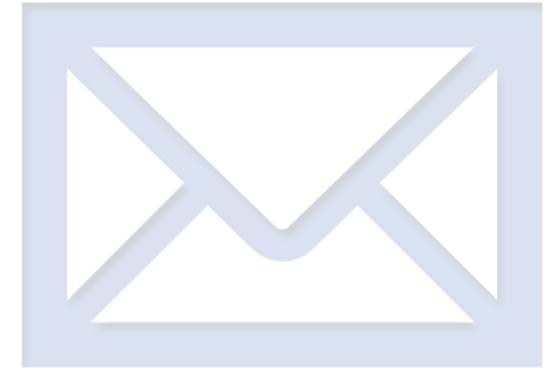
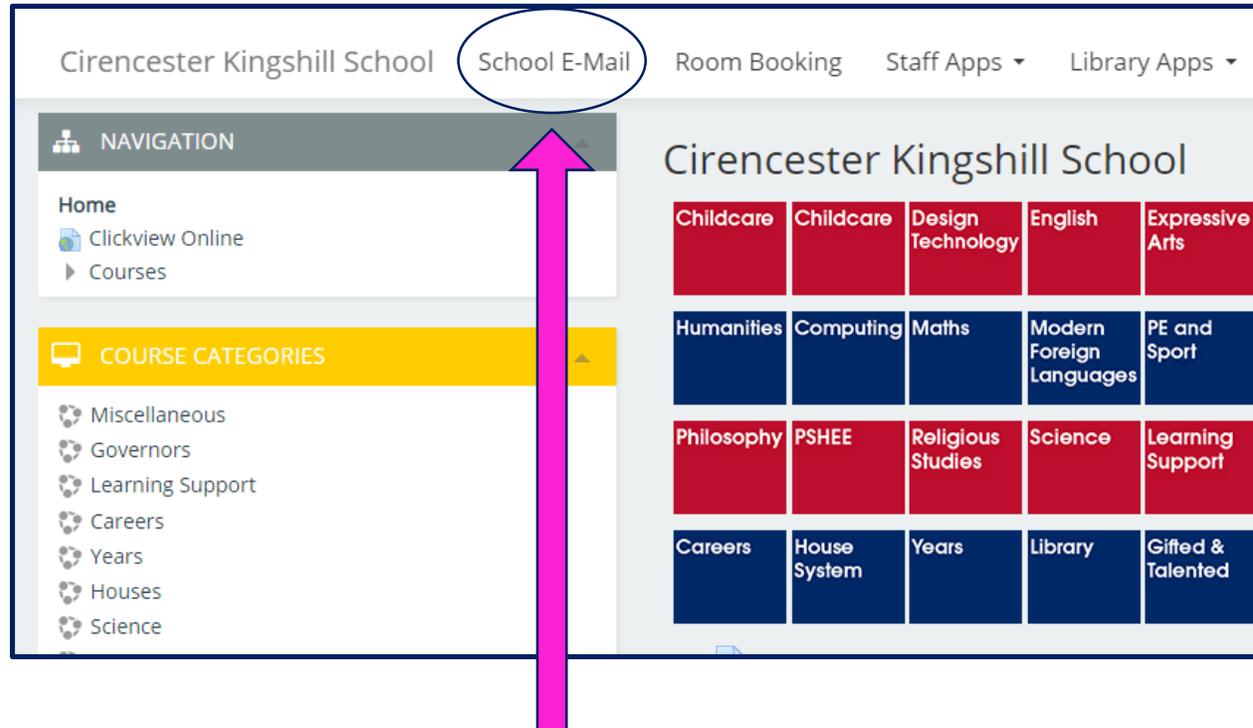


HOW TO ACCESS SCHOOL EMAIL

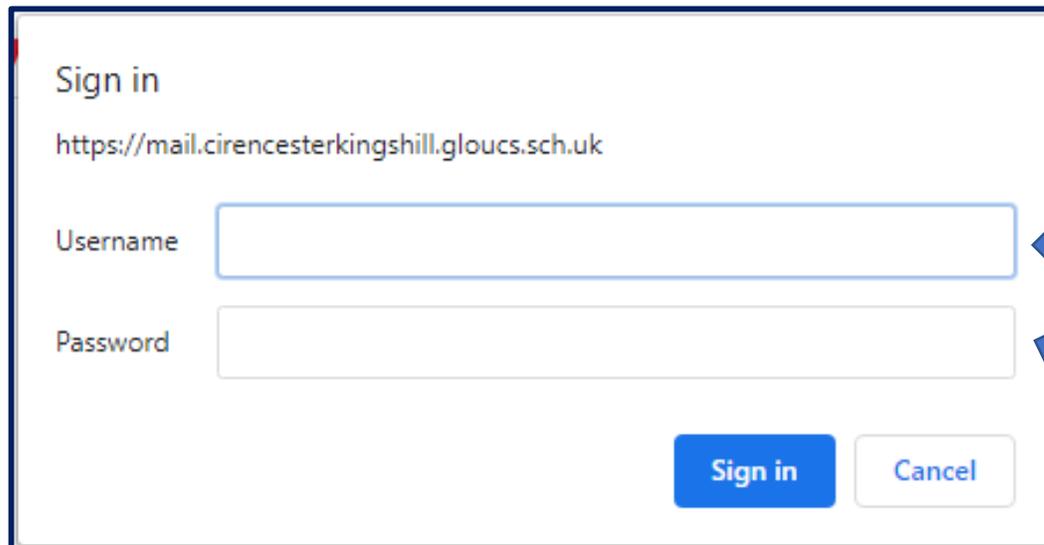
At School and at Home

Accessing email in School

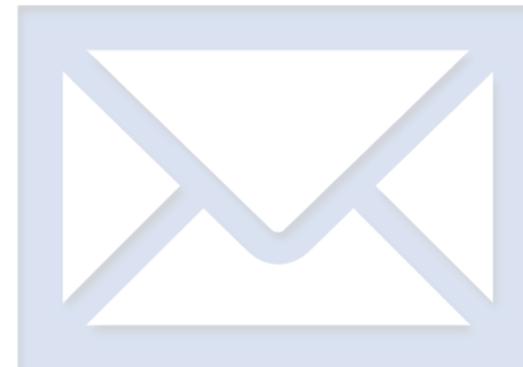


First click on the School E-Mail link on the school homepage.

Then you will be prompted for a Username and Password



The screenshot shows a web browser window with the title "Sign in" and the URL "https://mail.cirencesterkingshill.gloucs.sch.uk". Below the URL are two input fields: "Username" and "Password". At the bottom of the form are two buttons: "Sign in" (in blue) and "Cancel" (in white with a blue border). Two blue arrows point from the text instructions to the Username and Password input boxes.



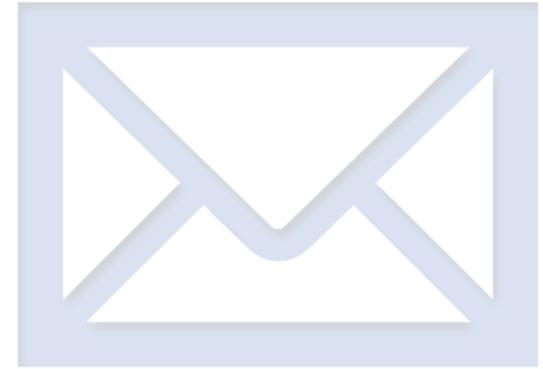
- In this box enter your school account e.g. 19fbloggs
- In the password box enter your school password.
- Then click the Sign in box

Once you have done the above you will have access to your school emails

If you don't know your username or password please come to the IT Office or ask in the Library.

Accessing email at Home

There are a few ways to access school email at home.



Access your school email through the school website
www.cirencesterkingshill.gloucs.sch.uk

And scroll to the bottom of the page and click the school email link

UNIFORM PARENTMAIL/PX **SCHOOL E-MAIL** VLE SCHOOL VACANCIES

Sign in
<https://mail.cirencesterkingshill.gloucs.sch.uk>

Username

Password

In this box enter your school account with school\ before it, e.g. school\19fbloggs

In the password box enter your school password.

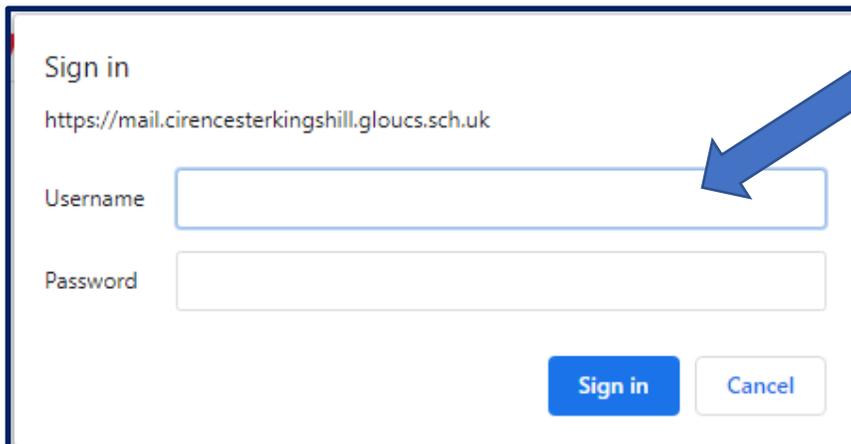
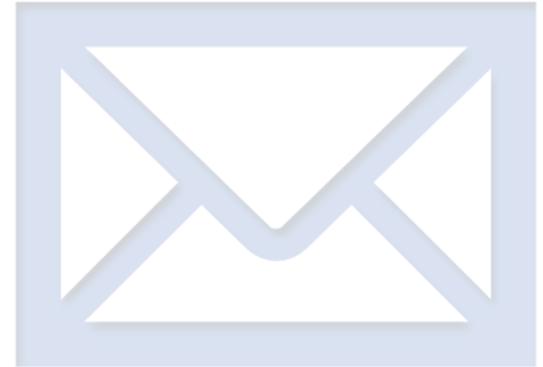
Once you have done the above you will have access to your school emails

Accessing email at Home

Another way is to enter the following address in a web browser

<https://mail.cirencesterkingshill.gloucs.sch.uk>

Then fill in your login details as below...

A screenshot of a web browser's login page. The page has a white background and a blue border. At the top left, it says "Sign in" in blue. Below that is the URL "https://mail.cirencesterkingshill.gloucs.sch.uk". There are two input fields: "Username" and "Password". The "Username" field is highlighted with a blue arrow pointing to it from the right. At the bottom, there are two buttons: "Sign in" (blue) and "Cancel" (white with blue border).

In this box enter your school account with school\ before it,
e.g. school\19fbloggs

In the password box enter your school password.

Once you have done the above you will have access to your
school emails

Accessing email at Home

You can also access school email using your phone or tablet by using the following connection settings

- Email:- *this is your school email address (e.g. 19fbloggs@cirencesterkingshill.gloucs.sch.uk)*
- Server:- *mail.cirencesterkingshill.gloucs.sch.uk*
- Domain:- *school*
- Username:- *your school username (e.g. 19fbloggs)*
- Password:- *(your normal school password)*

