

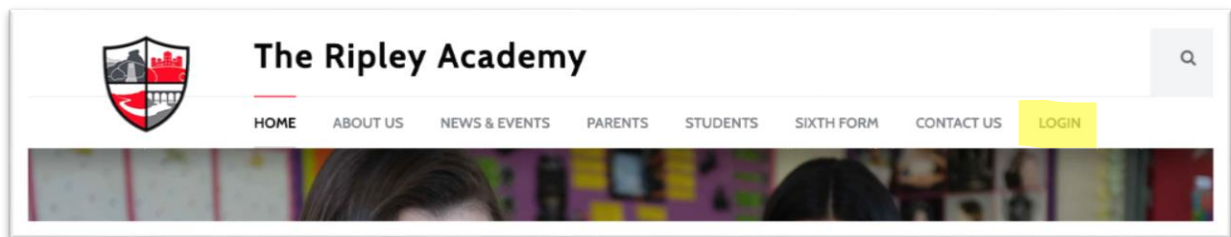
Access your School Email Account

Access Email through a Web Browser

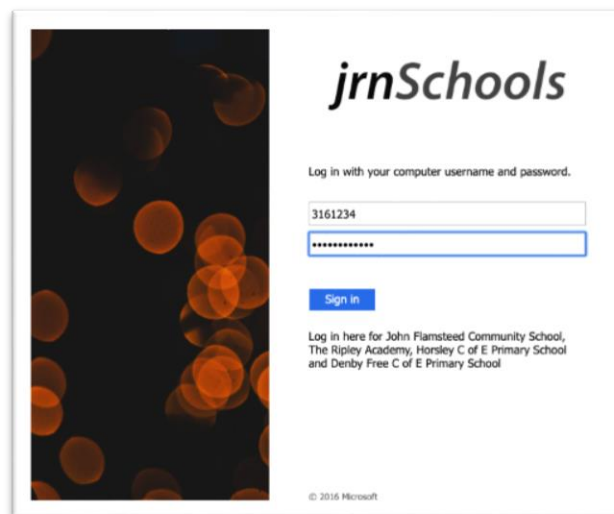
To access your School email account from home, you need to visit the School Website:

<http://www.ripleyacademy.org/>

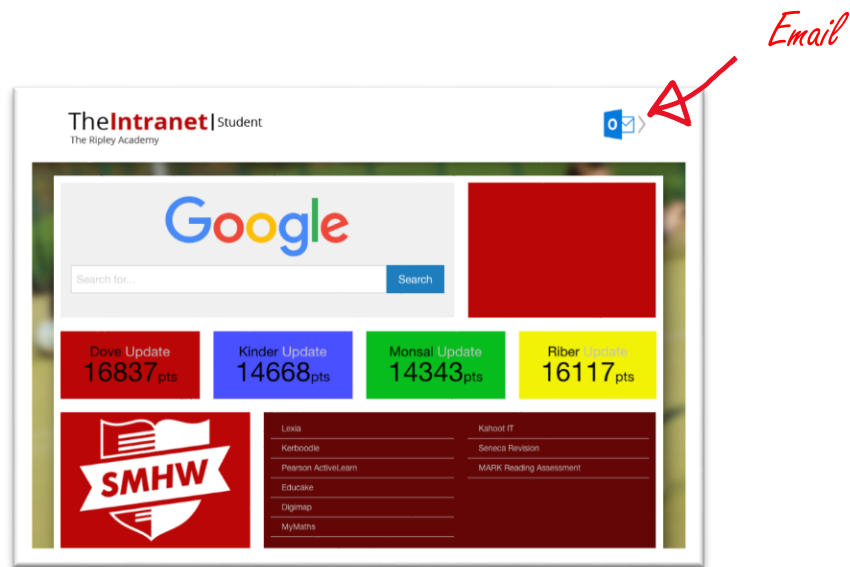
You then need to choose “Login” from the top menu.



You will then be presented with a login screen. Enter your School Computer login details.



Once you have logged in you will reach the Intranet, here you will find useful links, Email, Show My Homework and access to the File Browser, allowing you access to all your documents in School.



Your Email Address

When you logon to a computer in School, you have a 7 digit username, for example: 3161234. Your Email address is based on this, so for this example it would be:

3161234@students.ripleyacademy.org

When you click email on the Intranet you will not need any further passwords. You have already logged in to the Intranet and therefore the Email as well.

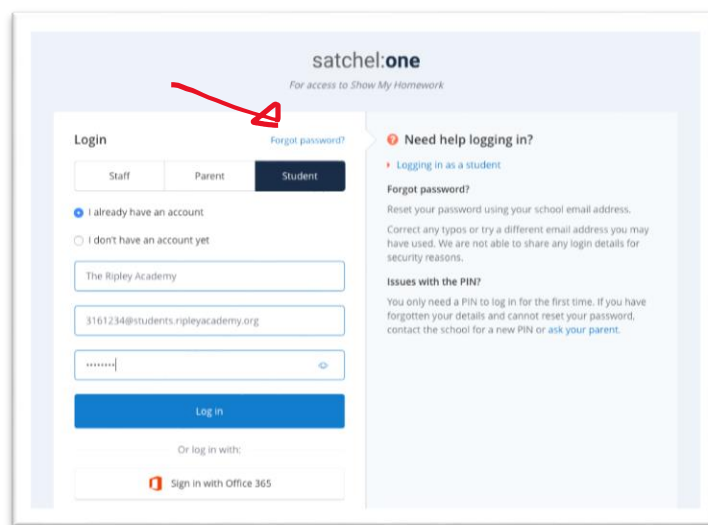
Access Email on a mobile phone/tablet

It may be more convenient to access your Email on a mobile phone/tablet. The best way to do this is to use the Microsoft Outlook app in Google Play or the Apple App Store. When you load the app for the first time, it will ask you to add an account. It will ask you for your School Email address, followed by your School username and password.

Once you have logged in, you will stay logged in on your phone or tablet.

Access to Show my Homework/Satchel

If you have forgotten your password, you can reset your password yourself by using the Forgot Password link.



The screenshot shows the satchel:one login interface. At the top, the logo 'satchel:one' is displayed with the tagline 'For access to Show My Homework'. Below the logo, there are three tabs: 'Staff', 'Parent', and 'Student', with 'Student' selected. A red arrow points to the 'Forgot password?' link located above the 'Student' tab. The main login area contains a form with the following elements: a radio button for 'I already have an account' (selected), a radio button for 'I don't have an account yet', a text input field containing 'The Ripley Academy', another text input field containing '3161234@students.ripleyacademy.org', a password input field with a toggle for visibility, and a blue 'Log in' button. Below the form, there is a link for 'Or log in with:' and a 'Sign in with Office 365' button. To the right of the login form, there is a section titled 'Need help logging in?' with a sub-section 'Logging in as a student' and a 'Forgot password?' link. Below this, there is a section titled 'Issues with the PIN?' with instructions on how to handle forgotten details.

This will ask you for your email address, it will either be your school email address or a personal email address if you entered that when you first used Show my Homework.