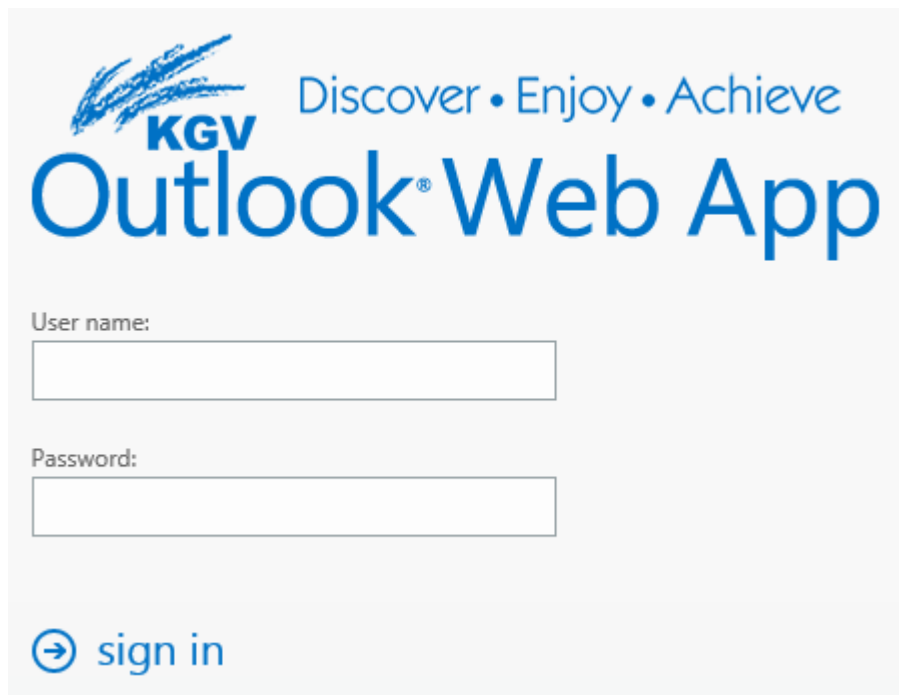


Accessing KGV Email from home.

In your web browser go to <https://mail.kgv.ac.uk/owa>

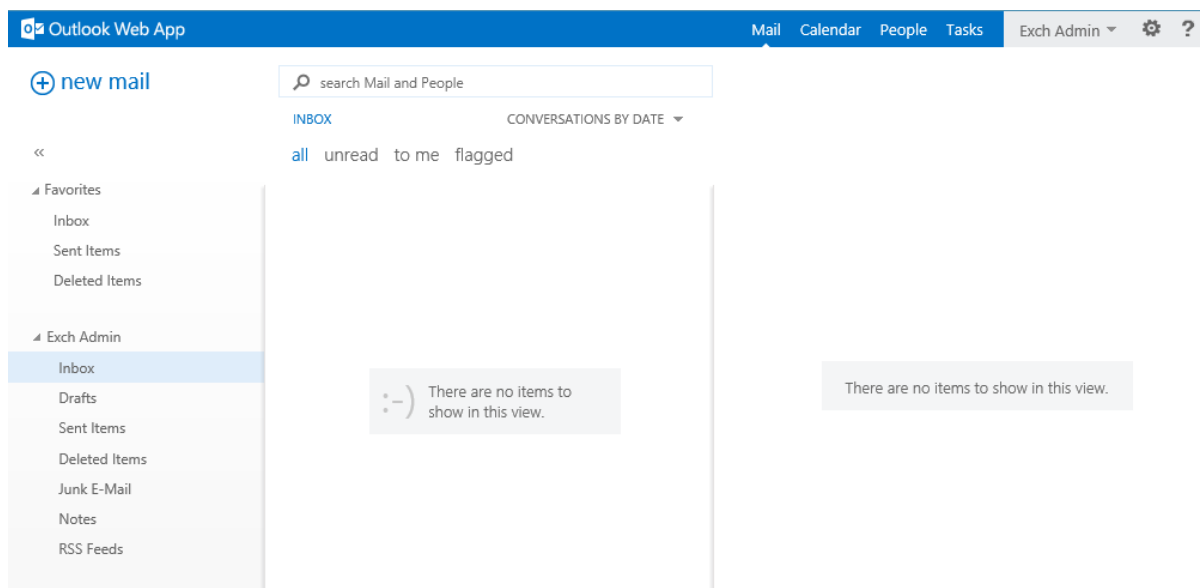
You will be prompted for your college username and password. (This is the same as what you log in with each day)



The login screen features the KGV logo and the tagline 'Discover • Enjoy • Achieve' at the top. Below this, the text 'Outlook® Web App' is prominently displayed. There are two input fields: one for 'User name:' and one for 'Password:'. At the bottom left, there is a 'sign in' button with a right-pointing arrow icon.

Type in your username and password then click sign in.

You will then be presented with the Web Email interface based on Outlook 2013 and Office365.

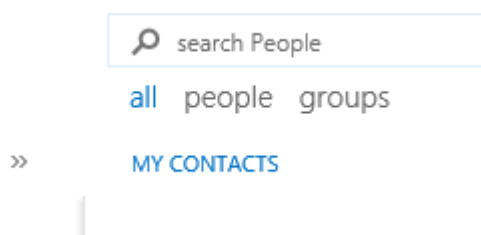


The interface shows a top navigation bar with 'Outlook Web App' on the left and 'Mail', 'Calendar', 'People', 'Tasks', 'Exch Admin', a gear icon, and a question mark icon on the right. Below the navigation bar, there is a 'new mail' button on the left and a search box labeled 'search Mail and People' on the right. The main content area is divided into three columns. The left column contains a navigation pane with 'Favorites' (Inbox, Sent Items, Deleted Items) and 'Exch Admin' (Inbox, Drafts, Sent Items, Deleted Items, Junk E-Mail, Notes, RSS Feeds). The middle column shows the 'INBOX' view with 'CONVERSATIONS BY DATE' and filters for 'all', 'unread', 'to me', and 'flagged'. A message placeholder reads 'There are no items to show in this view.' The right column also shows a message placeholder: 'There are no items to show in this view.'

To start a new email click  **new mail**

In the “To: box” either type in the recipients email address or click “To:”

You will then get the Contact Screen.



Click the “>>” and then click either All Groups (for Distribution Groups) or All Users (for Staff and Students)

You can then use the search box to find a recipient.

For further help and information please contact IT Services by email at itservices@kgv.ac.uk