

Accessing your Boswells e-mail

Your school e-mail address is the username you use to logon to the school computers (e.g smith-j19) followed by @boswells-school.com. e.g smith-j19@boswells-school.com.

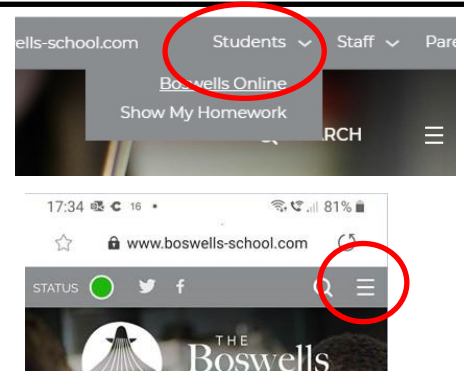
If you don't know your logon or password please pop down to the IT Team at the bottom of A Block or e-mail itsupport@boswells-school.com

To access your school e-mails:

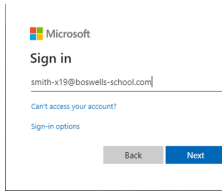
From the Boswells Website (www.boswells-school.com) select **Students** and **Boswells Online** in the top right hand corner.

If you are using a mobile device and cannot see the Students option:

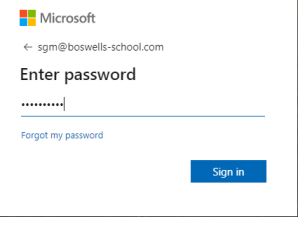
Tap the 3 bars in the top right hand corner of the website. Scroll to the bottom of the menu that is displayed, tap **Students & Staff** and tap **Boswells Online**



Enter your school e-mail address and click **Next**

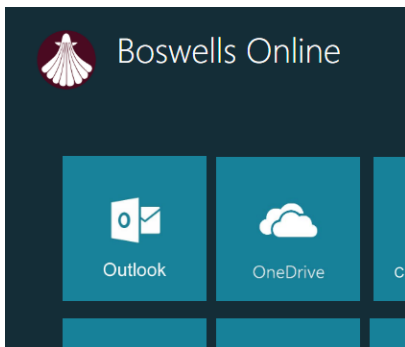


Enter your password and click **Sign-in**.
Your password is the same as you use to logon to the school computers.

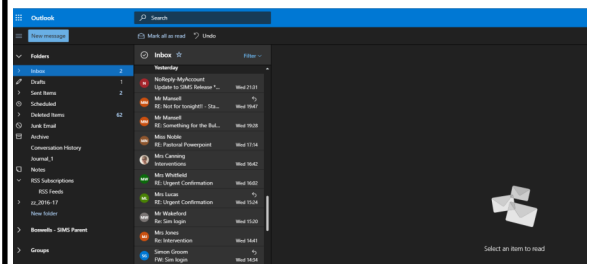


The apps and resources to which you have access will be displayed.

Click **Outlook** to access your e-mail.



Your e-mail inbox will be displayed



Did you know?

With your school Office 365 account you get free downloads of the Office suite (Word, Excel, Powerpoint, Access, Outlook etc.) to use on up to 5 devices.

Click your account icon in the top right hand corner and select **My Account**

Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Click **Install Office** and follow the instructions.

Install Office

View apps & devices

