



HOW TO SET UP YOUR OUTLOOK ACCOUNT

UP International College



This presentation will show you the following:

1. How to set up your outlook account for school emails
2. How to use online Student Support Portal



WHY DO I NEED TO HAVE AN OUTLOOK ACCOUNT?

This is a very important platform for communication that will be used daily by your School, your Teachers and the Head of College to communicate with you.



WHAT WILL YOU NEED

1. GOOGLE OR INTERNET EXPLORER

2. Weblink:

<http://www.office.com>

3. Your Credentials

USERNAME
PASSWORD

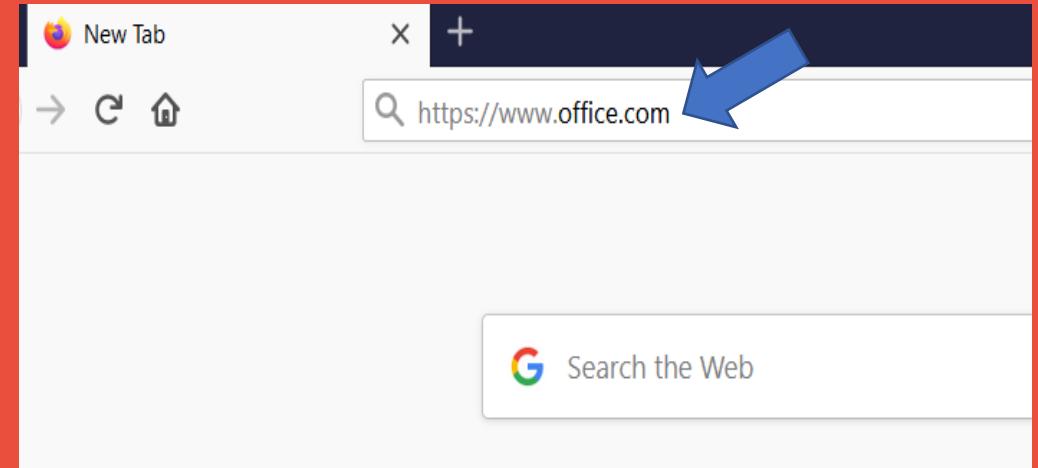


Step 1

Open your browser: Google OR Internet Explorer

1. Search tab at the very top you will type in:
<https://www.office.com>

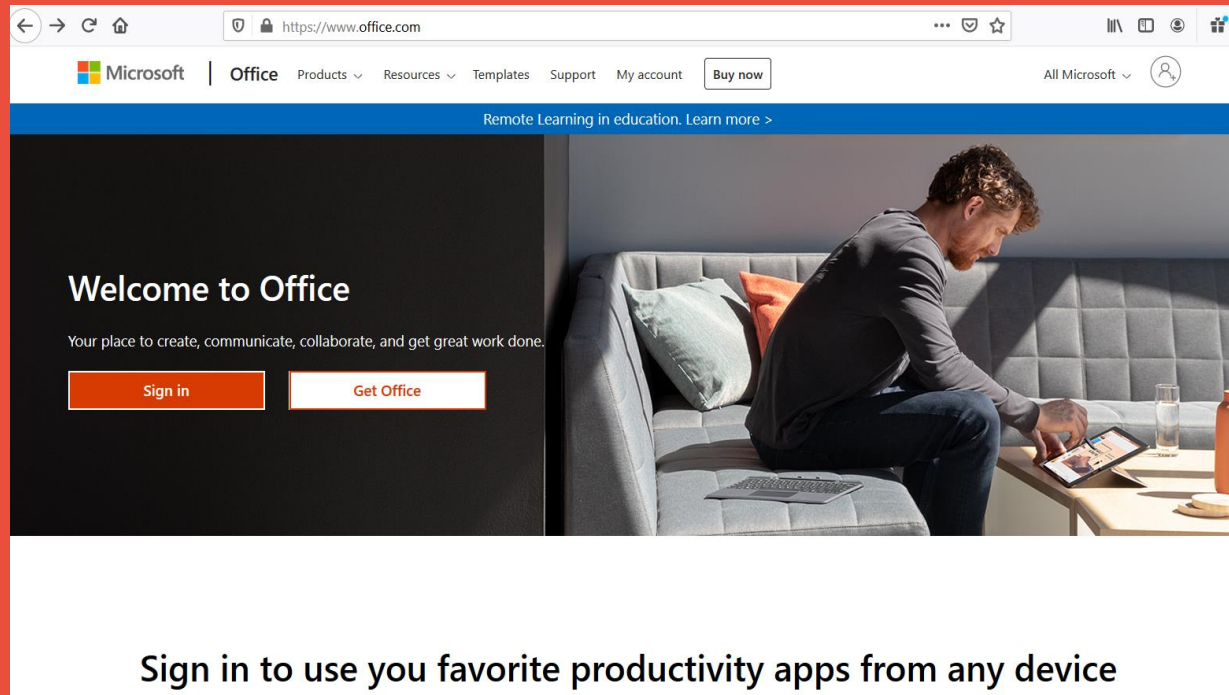
2. Press Enter



Step 2

You will then see this page.

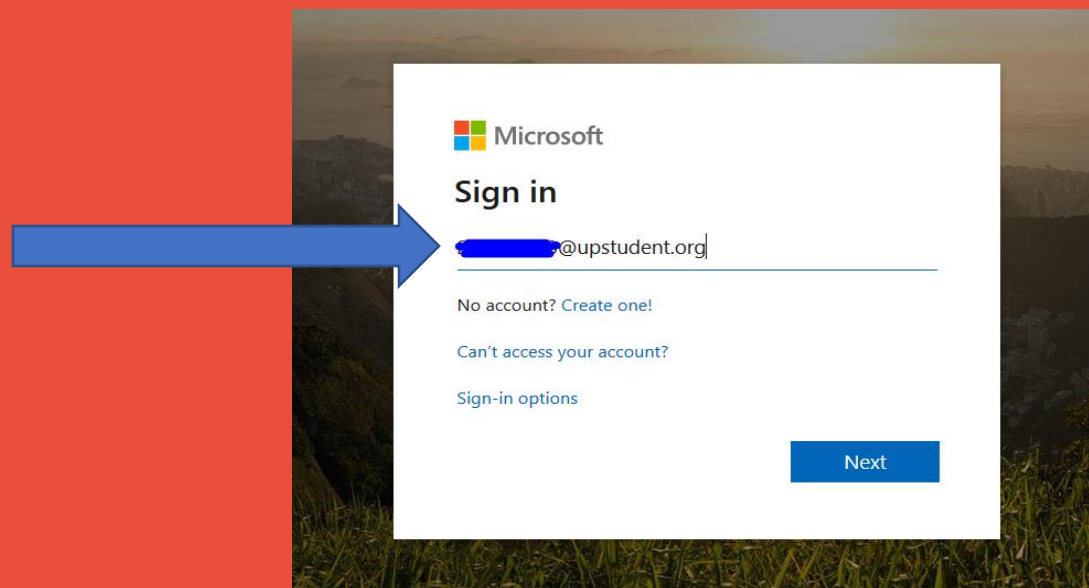
Press the icon from top right-hand side – where the arrow is pointing.



Step 3

Now please have your username and password ready.

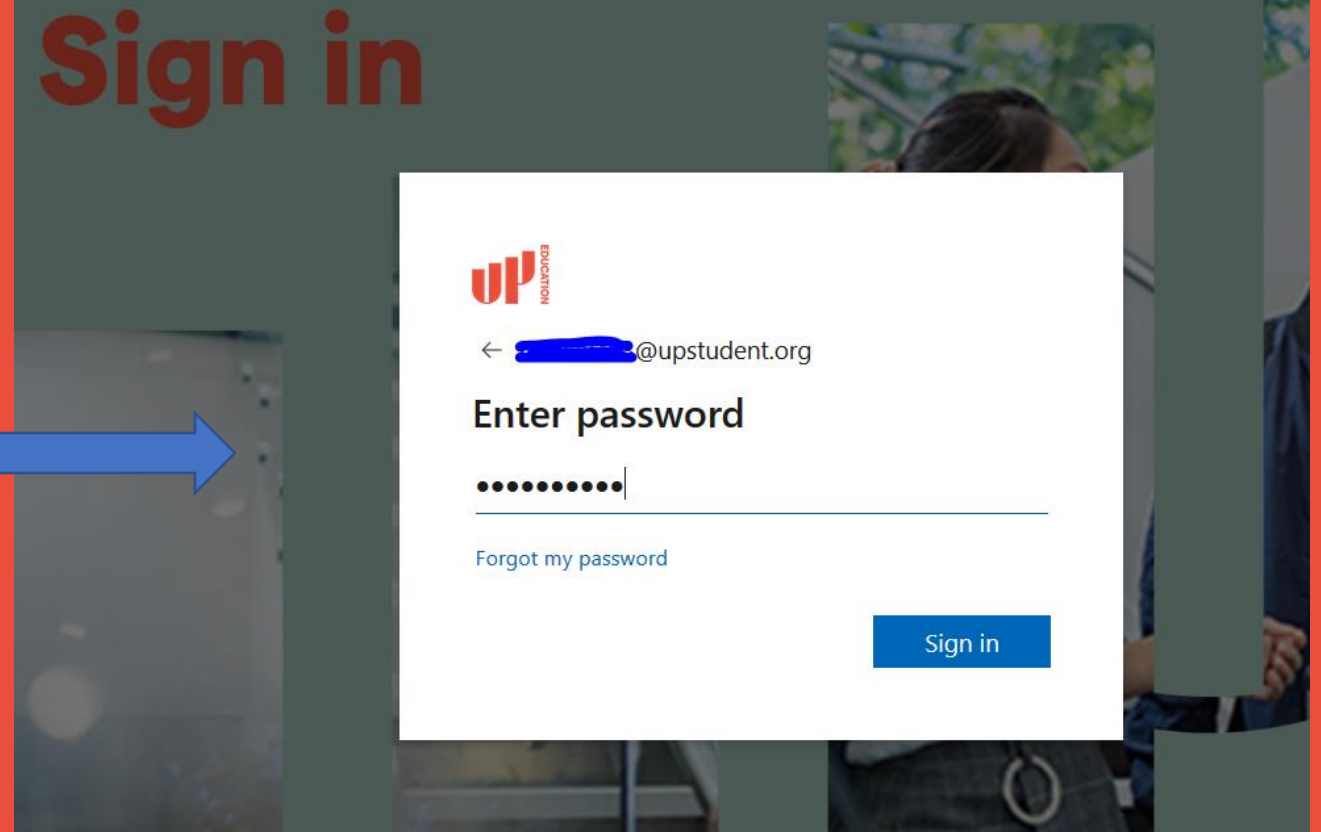
1. Enter in your username: 2008xxxxx@upstudent.org where the arrow is.
2. Press Next




Step 4

1. Enter in your Password: *****
where the arrow is.

2. Press Sign In



Sign in



← [redacted]@upstudent.org

Enter password

.....|

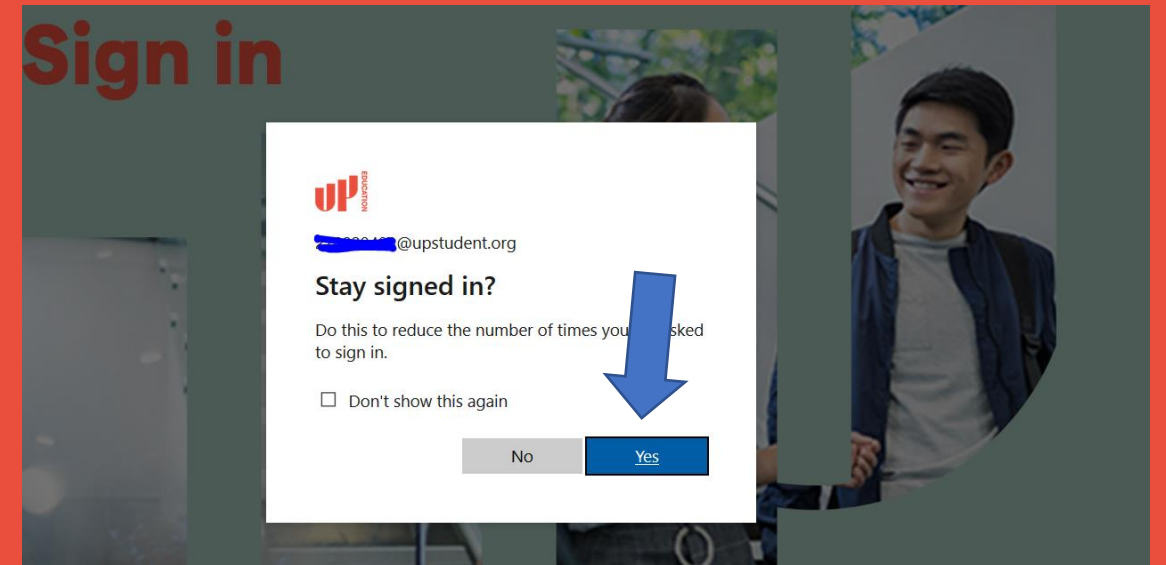
[Forgot my password](#)

Sign in

Step 5

**It will ask you if you want to stay signed in?
Press YES**

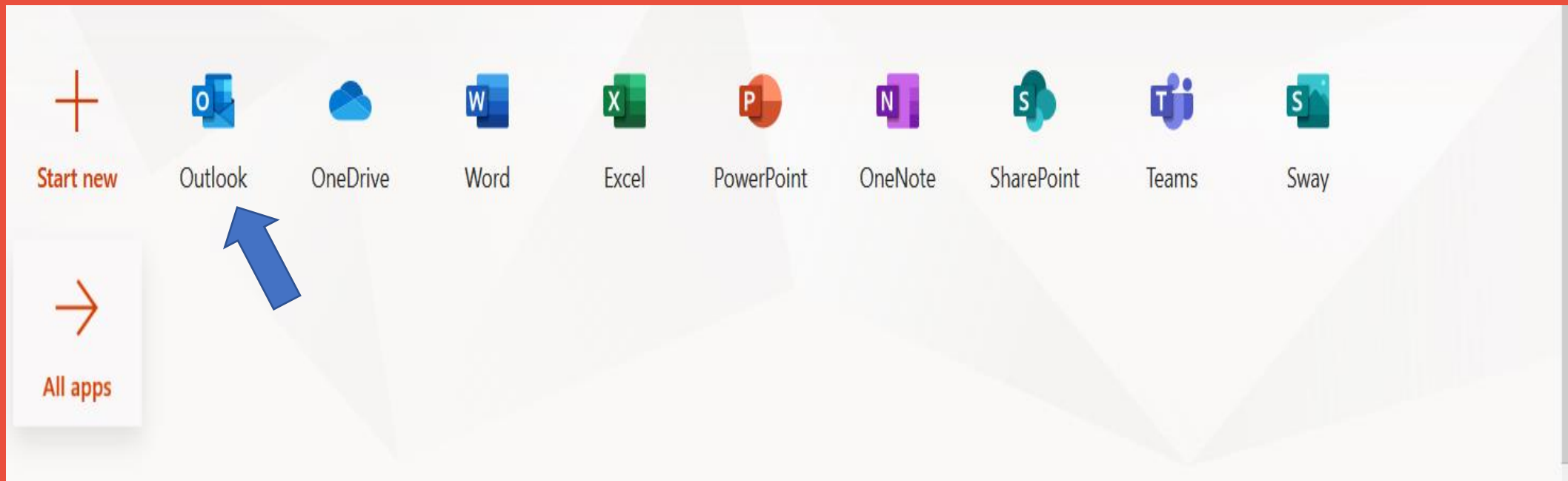
**This way you will not need to keep signing in and the
system will remember your credentials**



Step 6

You will then see this page

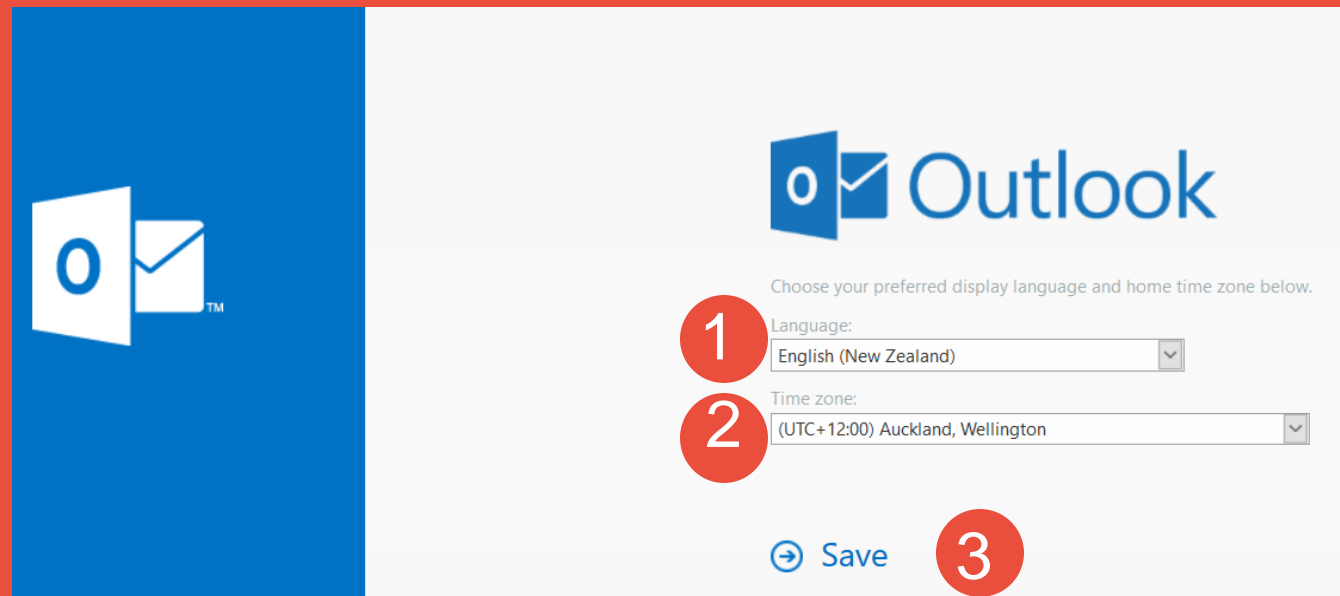
Select **Outlook**



Step 7

You will then see this page

1. Enter in Language. **English (New Zealand)**
2. Time Zone: **(UTC+12:00) Auckland, Wellington**
3. **Save**

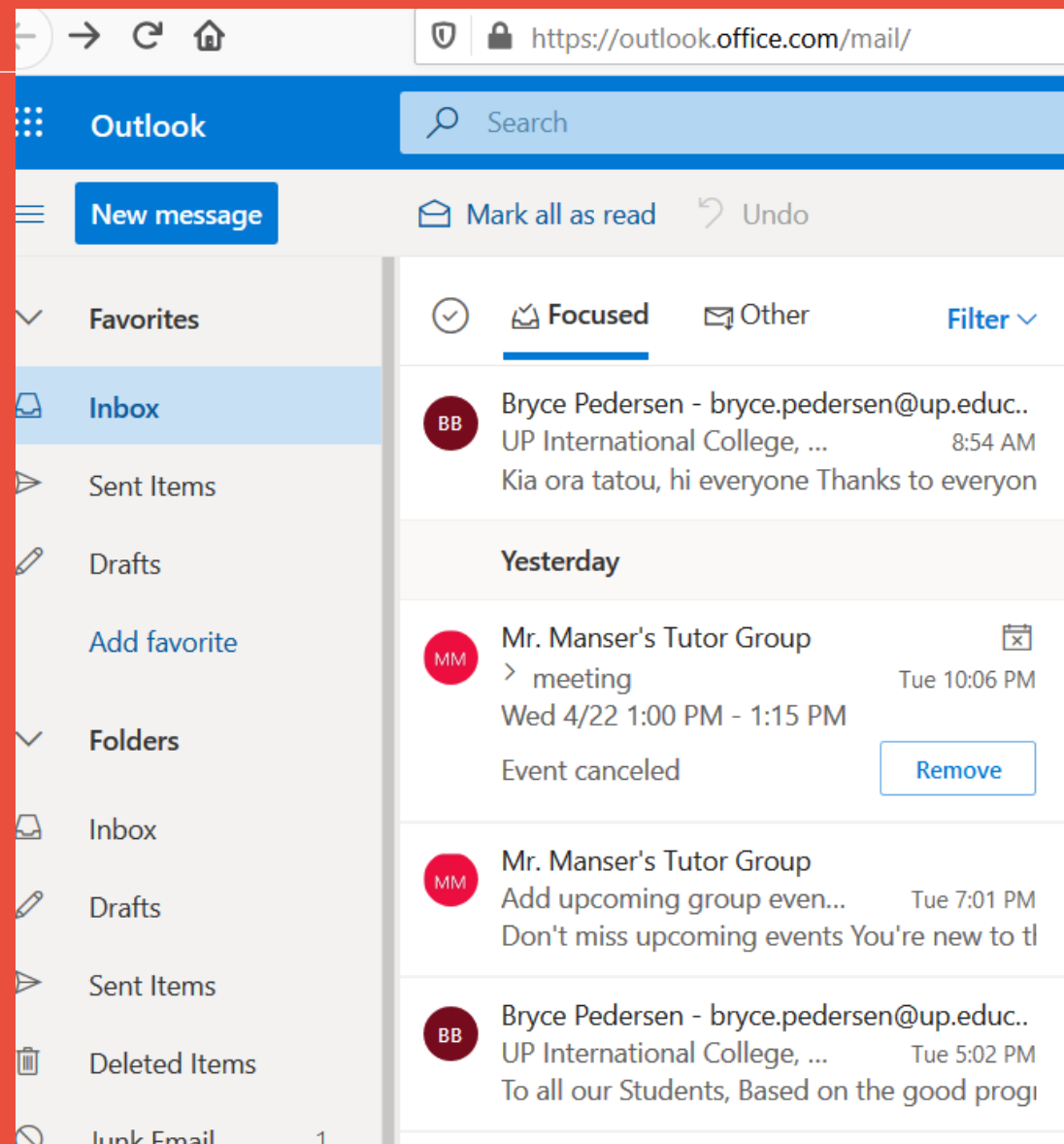


Step 8

CONGRADULATIONS

YOU DID WELL

YOU ARE NOW ABLE TO USE YOUR OUTLOOK
TO RECIEVE EMAILS FOR THE SCHOOL AND
SEND EMAILS OUT TO THE SCHOOL.



Outlook Advice for Students

- Check your email several times each day.
- Include ID number, Family Name and First Name in the Subject line.
- Check your email several times each day.
- Practise your English – grammar, punctuation, vocabulary.
- Check your email several times each day.
- All UP International College staff emails are: first.last@up.education
- All UP International College student emails are: ID@upstudent.org



Check your email several times each day.