

# How to access your student email

## Access restrictions

Students have the following restrictions for sending email:

**Year 7 and 8:** You can only send email to teachers

**Year 9, 10, 11:** You can only send email to teachers and students from your own year group

**Year 12 and 13:** You do not have any restrictions for sending email

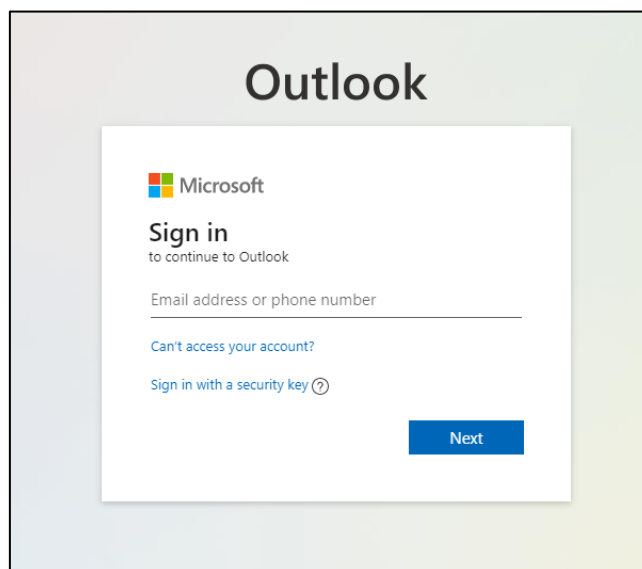
All year groups can email [ITSupport@sspp.lincs.sch.uk](mailto:ITSupport@sspp.lincs.sch.uk) for any issues with IT.

First, go to the school website and into the Student Area: <https://sspp.lincs.sch.uk/student-area/>

Next, open the "Student Email" link:

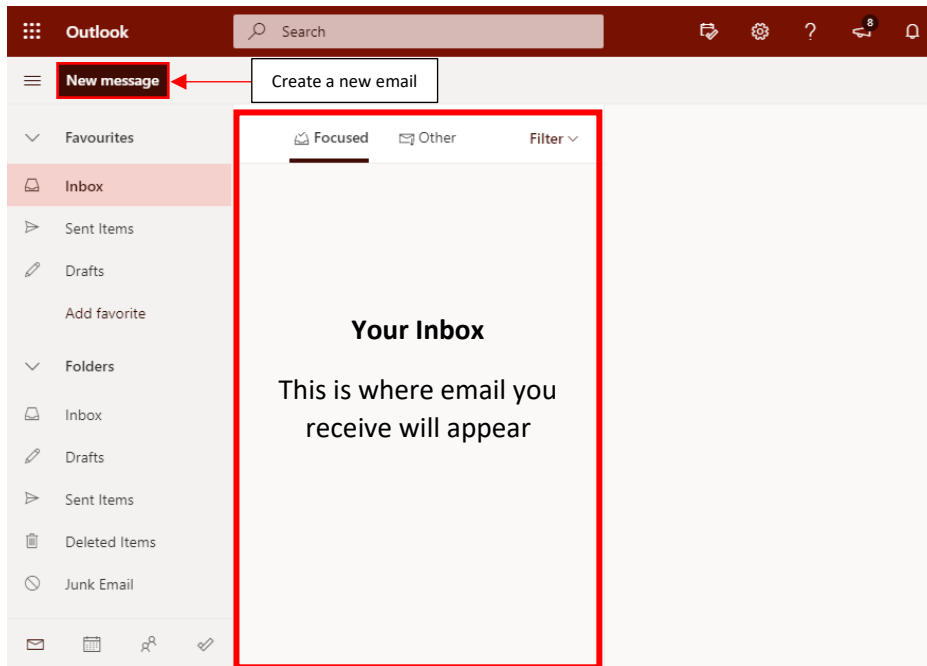


If you haven't logged in already, you will be shown a login screen:

A screenshot of the Outlook sign-in screen. The word "Outlook" is at the top in a large, bold, black font. Below it is the Microsoft logo (four colored squares) followed by the word "Microsoft". Underneath is the text "Sign in" in bold, followed by "to continue to Outlook" in a smaller font. There is a text input field labeled "Email address or phone number". Below the input field are two links: "Can't access your account?" and "Sign in with a security key" with a question mark icon. At the bottom right of the sign-in area is a blue button labeled "Next".

Use the same login as SharePoint to login to the email

# Web interface



## Example email:

