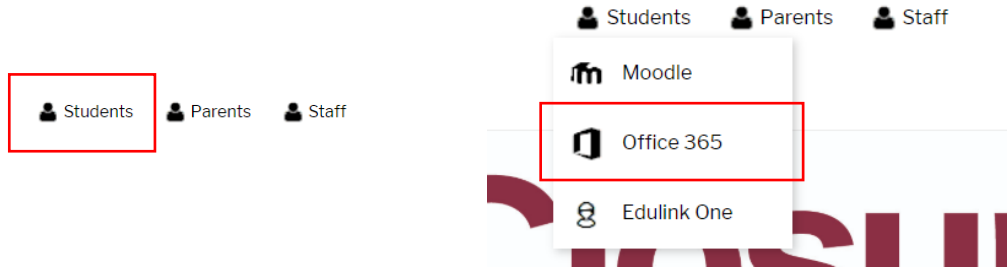


## Accessing Emails

1. To log into your emails, go to the school website ([www.opgs.org](http://www.opgs.org)).
2. Navigate through the “Students” menu to “Office 365”, click on this.



3. This will take you to another webpage and prompt you to enter your school email address and password.
4. Once you have logged in click on “Outlook”, this will open another webpage and display all emails within your mailbox.

