Digital Abbey Guides

Abbey Grange iPad Lease Scheme

Setting Up Your Abbey Grange Email
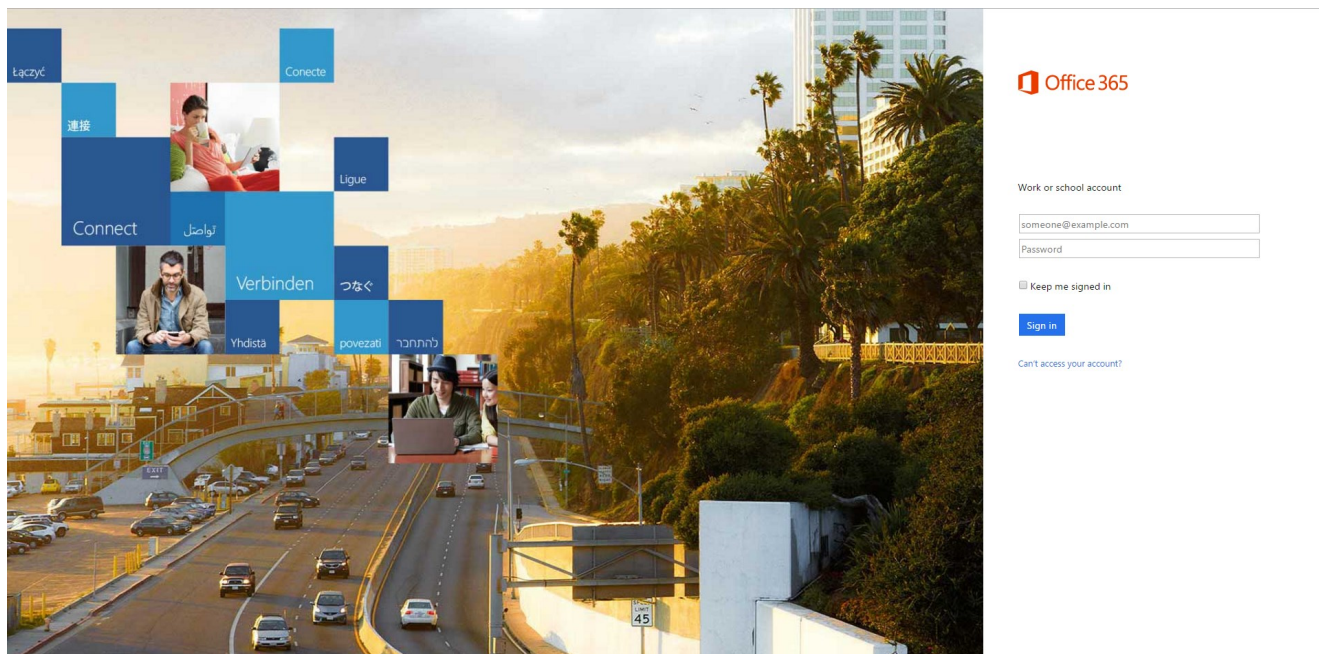
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Email is a key communication tool that is used with Abbey Grange Academy between staff and students. As such you must make sure you have your Abbey Grange email account set up on your iPad.

To make this as easy as possible, the first thing you should do, BEFORE setting up your iPad, is to make sure your email account is ready by following this easy guide.

1

On any internet connected device, open the web browser and go to the following site:

Portal.office365.com

When the page loads you should see the following:

2

On the right hand side of the page, enter your email address and password that you were provided in your Welcome Letter. (Parents will pick this up on the night of iPad Collection). Once you have entered those details, press "Sign In" and then there should be the following appear to reset your password:

Re-enter your current password (the one from the Welcome Letter) and then enter a new password. This password has to be strong, we have recommended to students in the past this be their favourite colour with a capital letter to start, followed by their year of birth.

Once entered, press "Update password and sign in" and then your Abbey Grange email account is ready to go onto your iPad.