

# Guide – E-Mail – Accessing and Setup on your own Device

## On Phones and Tablets (Apple IOS and Android)

*On mobile devices, the Microsoft Outlook app is the best way to access your school email.*

- If using an iPhone or iPad open the App Store, if using Android open Google Play.
- Search for “Microsoft Outlook” (Look for the icon below)

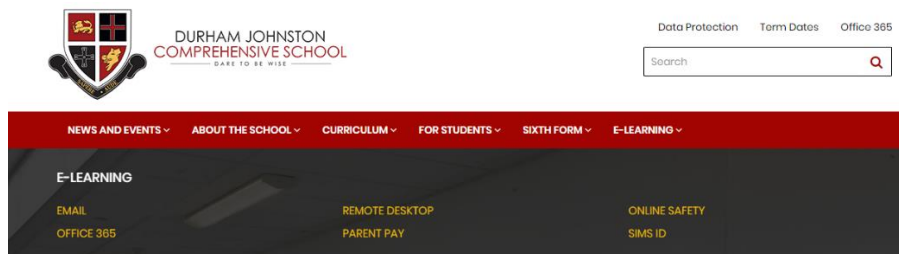


- Download the free app to your device. Open the app and enter your school email address
- You will then be taken to the SIMS.ID login page, please re-enter your school email address and password.

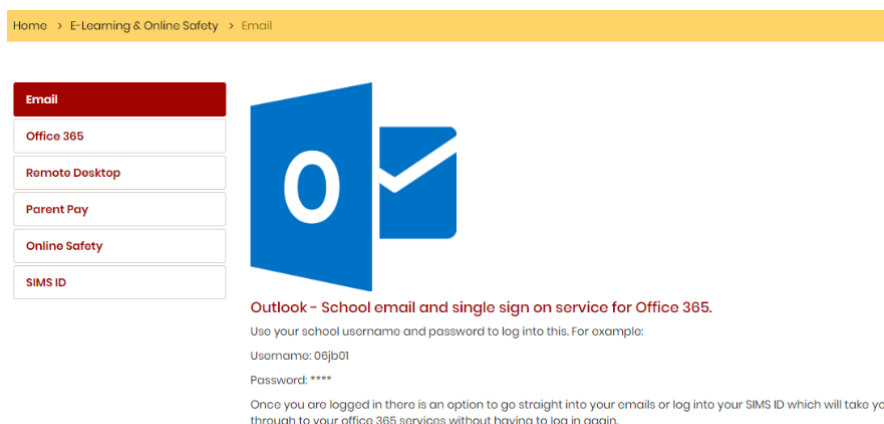
## On PCs, Laptops and other devices

*If you are using Windows 10, Apple Macs or other kinds of devices, it is recommended you access your email via a web browser.*

- Open the app you would normally use to access the Internet (e.g. Google Chrome, Microsoft Edge, Safari etc)
- Enter the web address for the school website in the address bar - <https://durhamjohnston.org.uk/>
- Click on “E-Learning” from the banner near the top of the page, then select “EMail” from the dropdown that appears (as below)



- On the Email page that appears, take note of how-to login using the instructions, then select the blue Outlook icon (as below)



- Log in with your normal school network login username and password (e.g. 06jb01)