

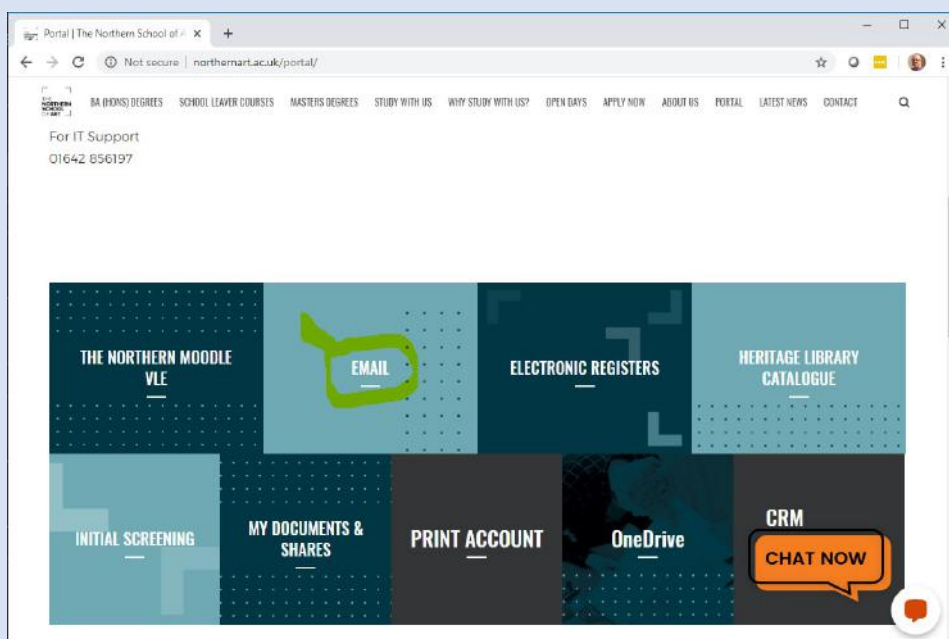
To access email from home:

There are various methods that can be used to access college emails, in this example we'll deal with how to remotely access your email using your home computer (pc or mac), laptop or tablet.

The simplest method is to use your computer's internet browser to access our website portal to collect and send your mail.

If you don't have access to a computer/tablet then you can also use this method on your smartphone but if you're using a smartphone we would recommend you use your phone's email app for access to email – there will be a separate guide issued for this.

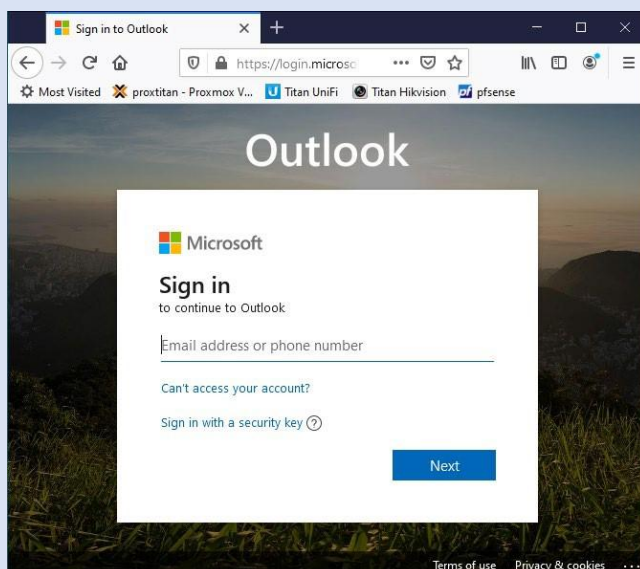
Using your browser's address bar go to <https://northernart.ac.uk/portal/> - you should get something resembling the image below- then click on EMAIL



Tip: You may need to scroll downwards on your screen to see this

You will then be prompted sign in with your college email address

- for staff it is in the form of Initial&surname@northernart.ac.uk – i.e jbloggs@northernart.ac.uk
- for students it is studentrefno@northernart.ac.uk – i.e BLOJMA1234@northernart.ac.uk



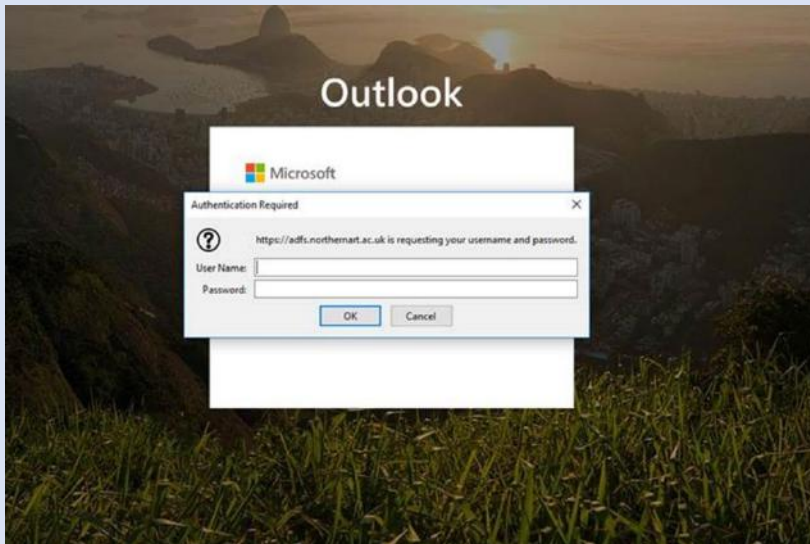
Tip: The next time you login on the same computer it will remember your details

Click next and then you will get another login box for your school user name and password. (If not, please check you have entered and spelt your email address correctly in the previous step)

Enter your username in the top box (this is not case-sensitive) but be careful as your username isn't your full email address as it was in the last step.

- for staff it's your normal login that you use, so for the example above it would be **jbloggs**
- for students it would be just the student reference, so for the example above it would be **BLOJMA1234**

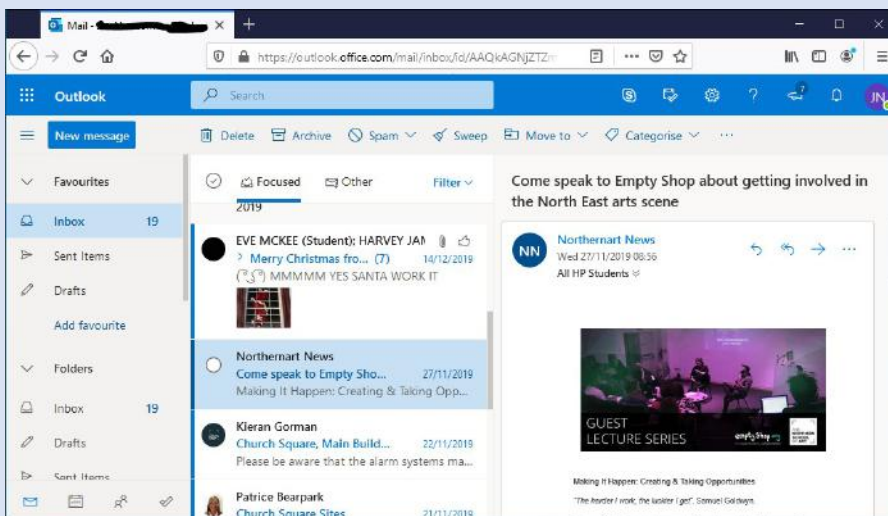
Enter your password in the bottom box and click OK.



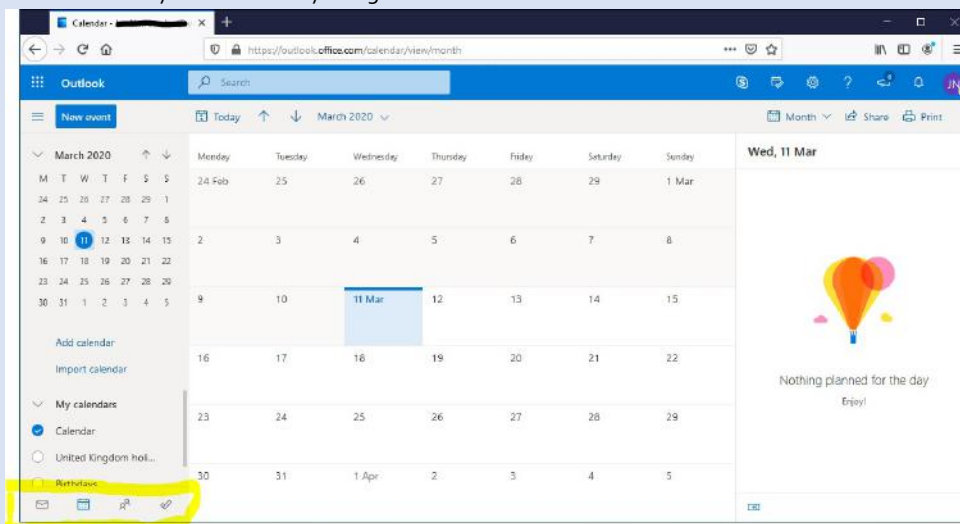
Tip: Make sure the box tells you that <https://adfs.northernart.ac.uk> is requesting your password.

Tip: Passwords are case-sensitive, the CAPITAL and lower case letters must match how they are in your password.

Now your email will open



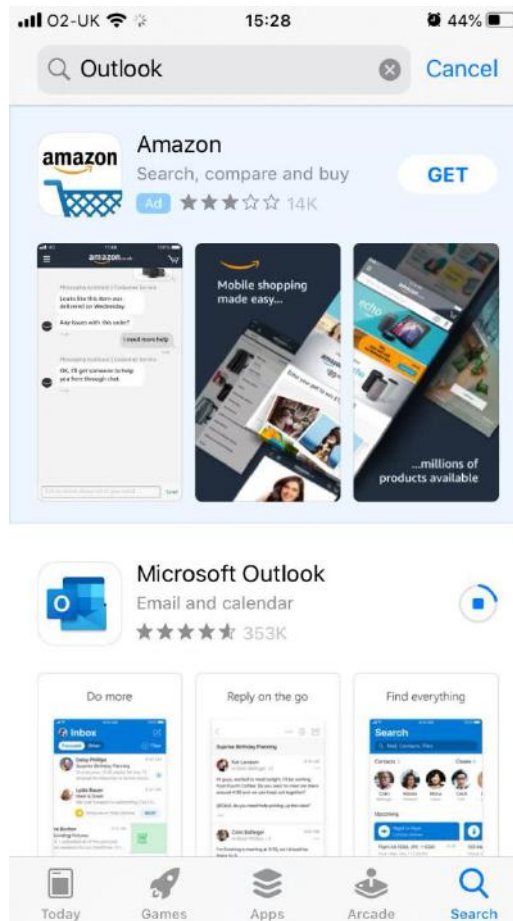
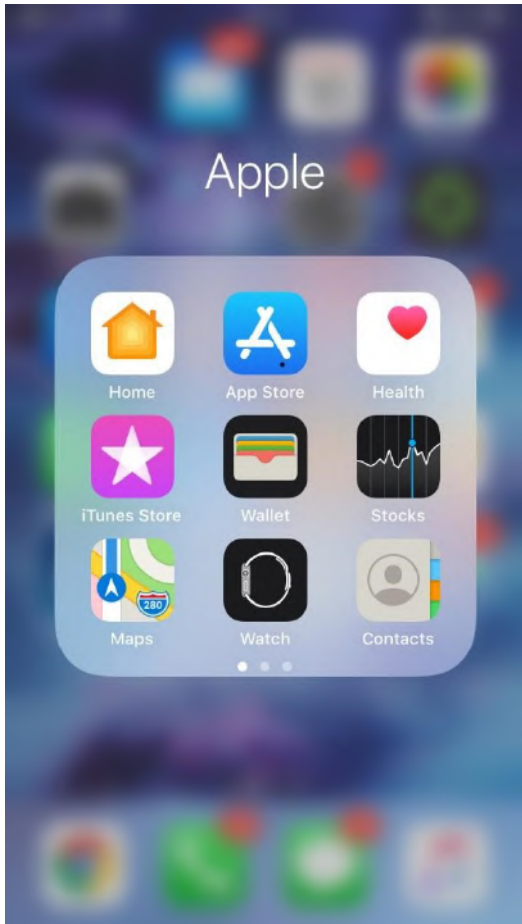
You can access your calendar by using the icons at the bottom of the left hand side bar



Tip: Your shared calendars will be displayed on the left side bar and can be added to the view in a similar way to Outlook

Accessing email on iPhone

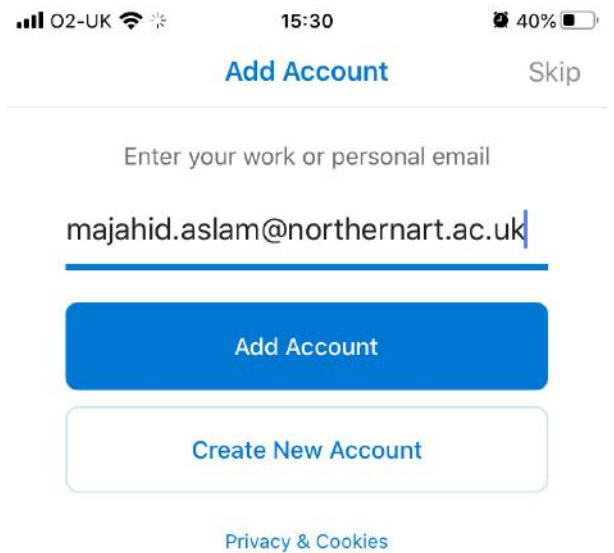
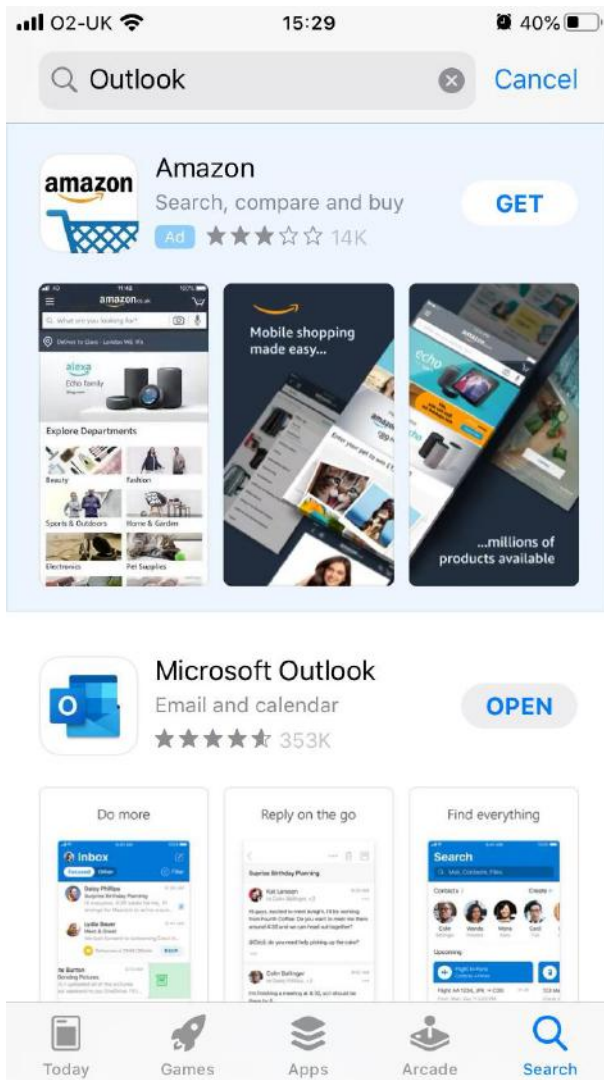
- Click on the App Store
- Search for Outlook in the App store.
- Once you find Outlook Get to install Outlook.



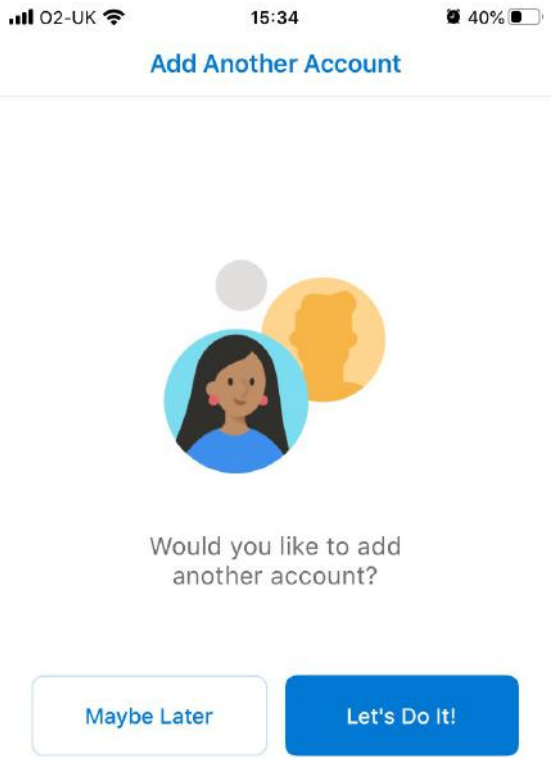
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Once installed click Open.

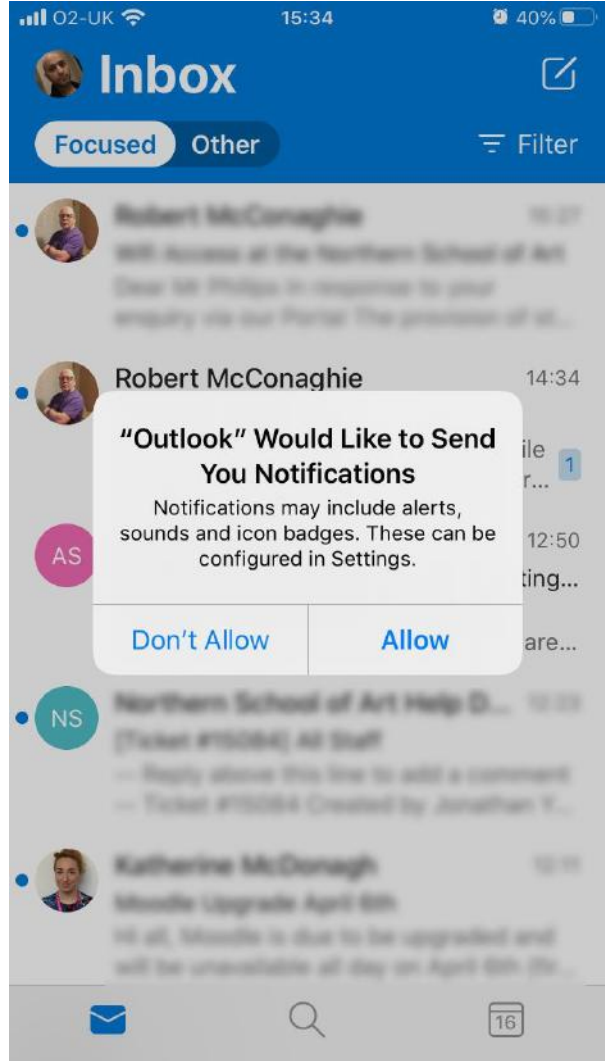
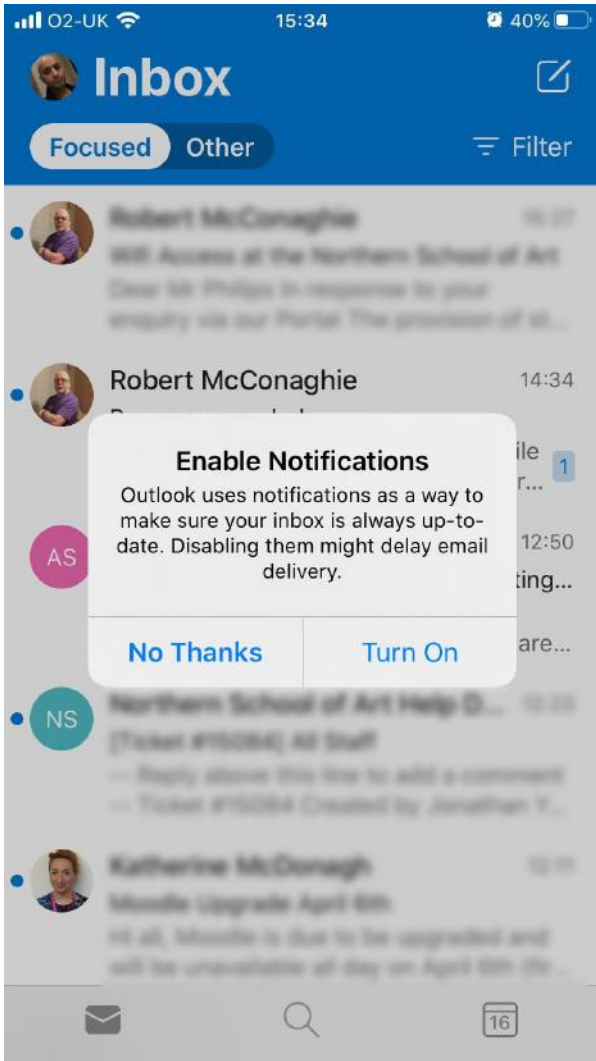
On the screen you are greeted with enter your school email address, for staff it is in the form of **initial&surname@northernart.ac.uk** for students it is **studentrefno@northernart.ac.uk**



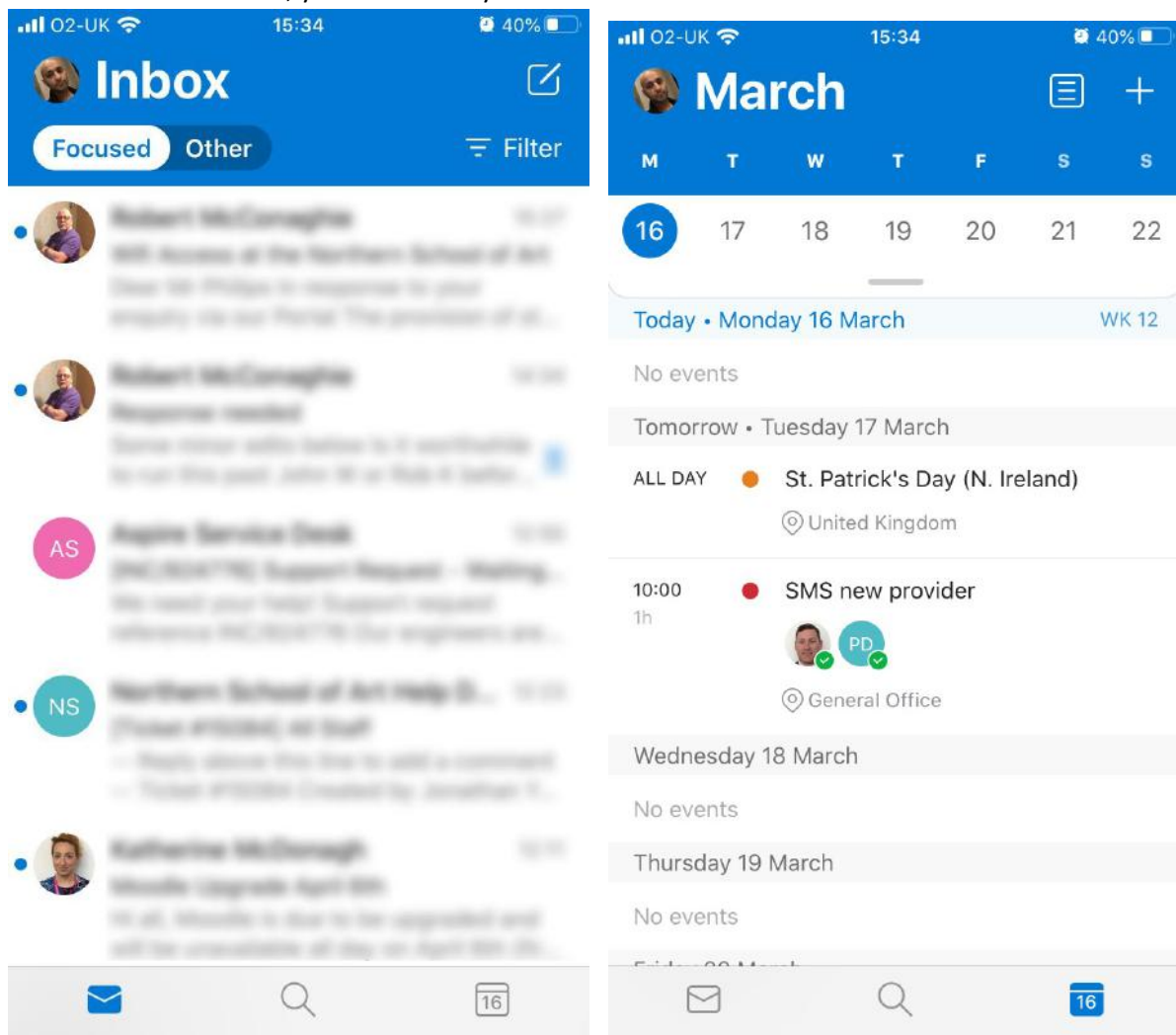
You will then be prompted for your school user name and password. Please enter this. Then On the Add Another Account screen click “Maybe Later”



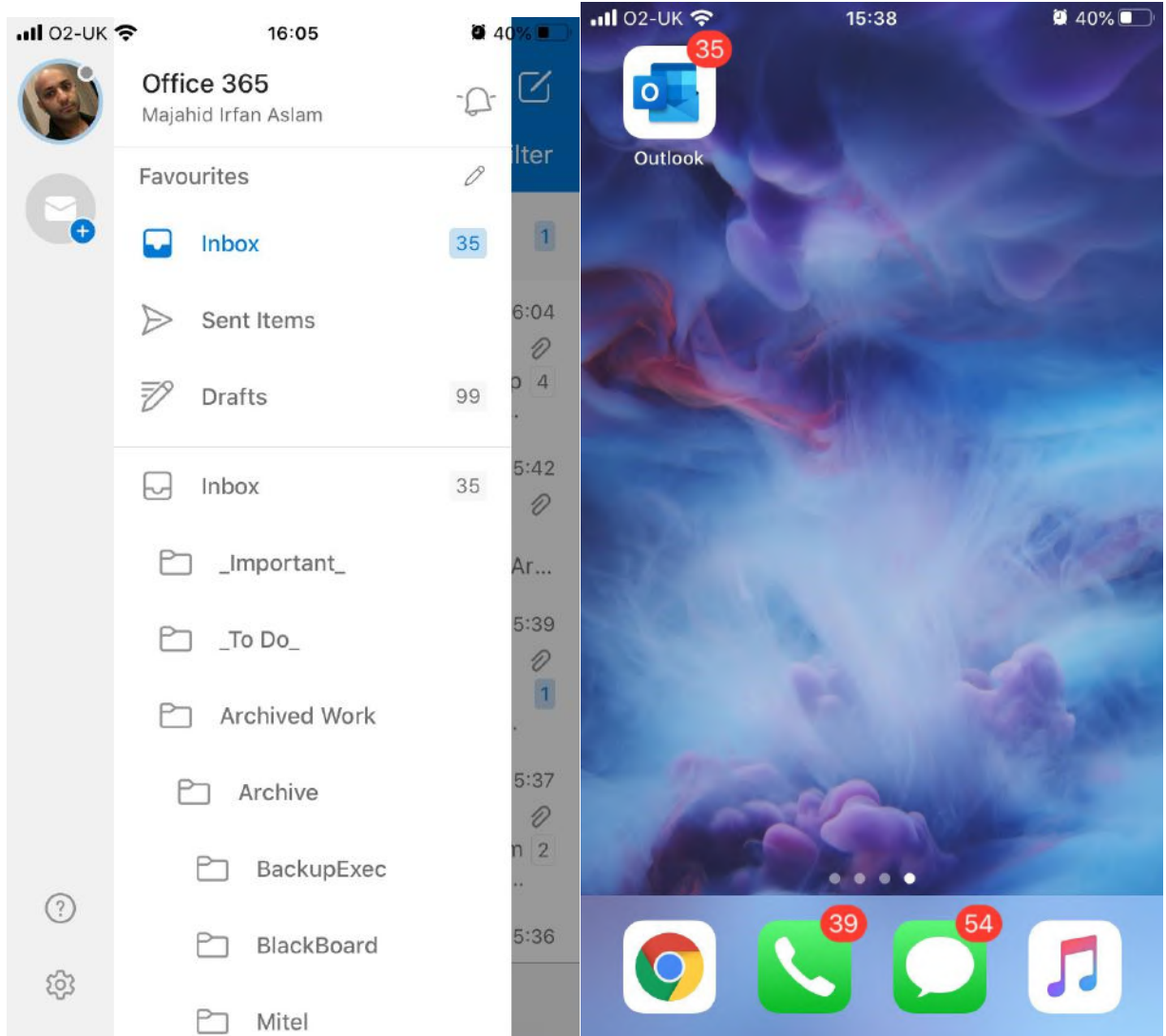
Then click "Turn On" on the Enable Notifications prompt.
Then click "Allow" on the Send You Notifications prompt.



- You then have Access to your School Email Inbox.
- If you click the calendar icon, you can access your School Outlook Calendar.



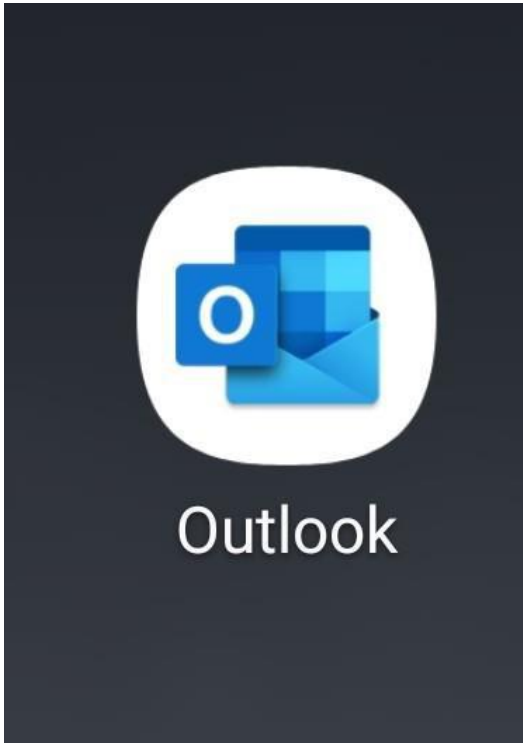
- To access other Inbox folders click on your face icon.
- To access Outlook again, just click on the Outlook icon from your home screen.



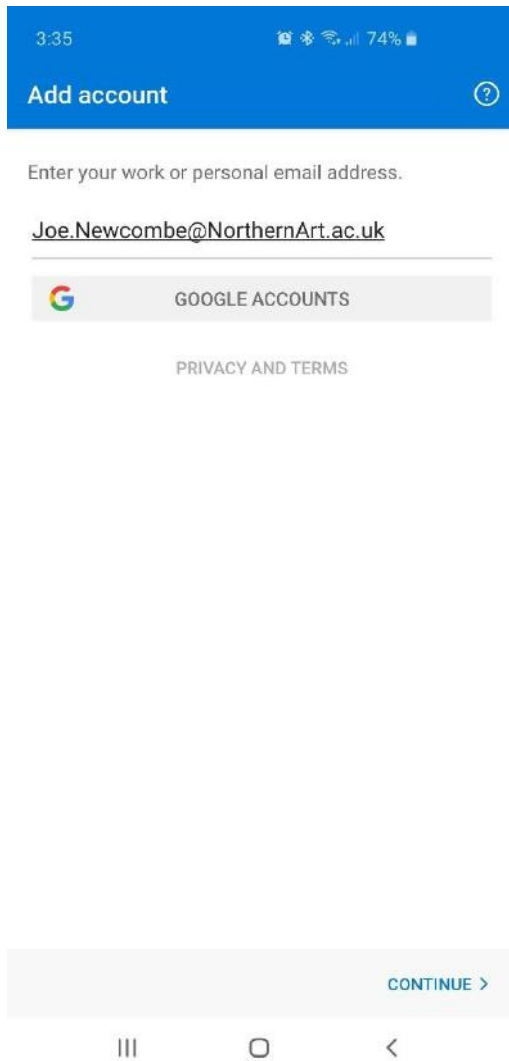
Accessing email on Android

- Click on the play Store

- Search for Outlook or Microsoft Outlook in the play store.



- Once installed click Open.
- On the screen you are greeted with enter your school email address, for staff it is in the form of **initial&surname@northernart.ac.uk** for students it is studentrefno@northernart.ac.uk



- You will then be prompted for your school user name and password. Please enter this. • Then on the Add Another Account screen click “Skip”



- You then have Access to your School Email Inbox.
- If you click the calendar icon, you can access your School Outlook Calendar.

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Inbox

Focused Other Filters

NS [blurred email text]

[Profile Picture] [blurred email text]

[Profile Picture] [blurred email text]

[Profile Picture] [blurred email text]

[Profile Picture] [blurred email text]

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NS [blurred email text]

[Envelope] [Search] [Calendar 16]

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3:36 73%

March

S M T W T F S

15 **16** 17 18 19 20 21

TODAY • MONDAY, 16 MARCH

No event

TOMORROW • TUESDAY, 17 MARCH

No event

WEDNESDAY, 18 MARCH

No event

THURSDAY, 19 MARCH

No event

FRIDAY, 20 MARCH

No event

SATURDAY, 21 MARCH

No event

SUNDAY, 22 MARCH

No event

MONDAY, 23 MARCH

[Envelope] [Search] [Calendar 16] [Add +]

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