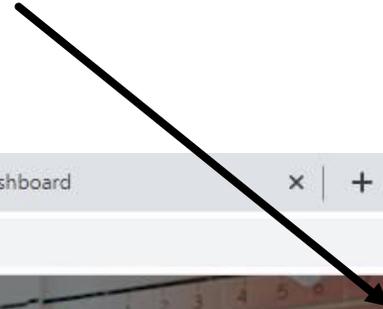


# How to log on to my email

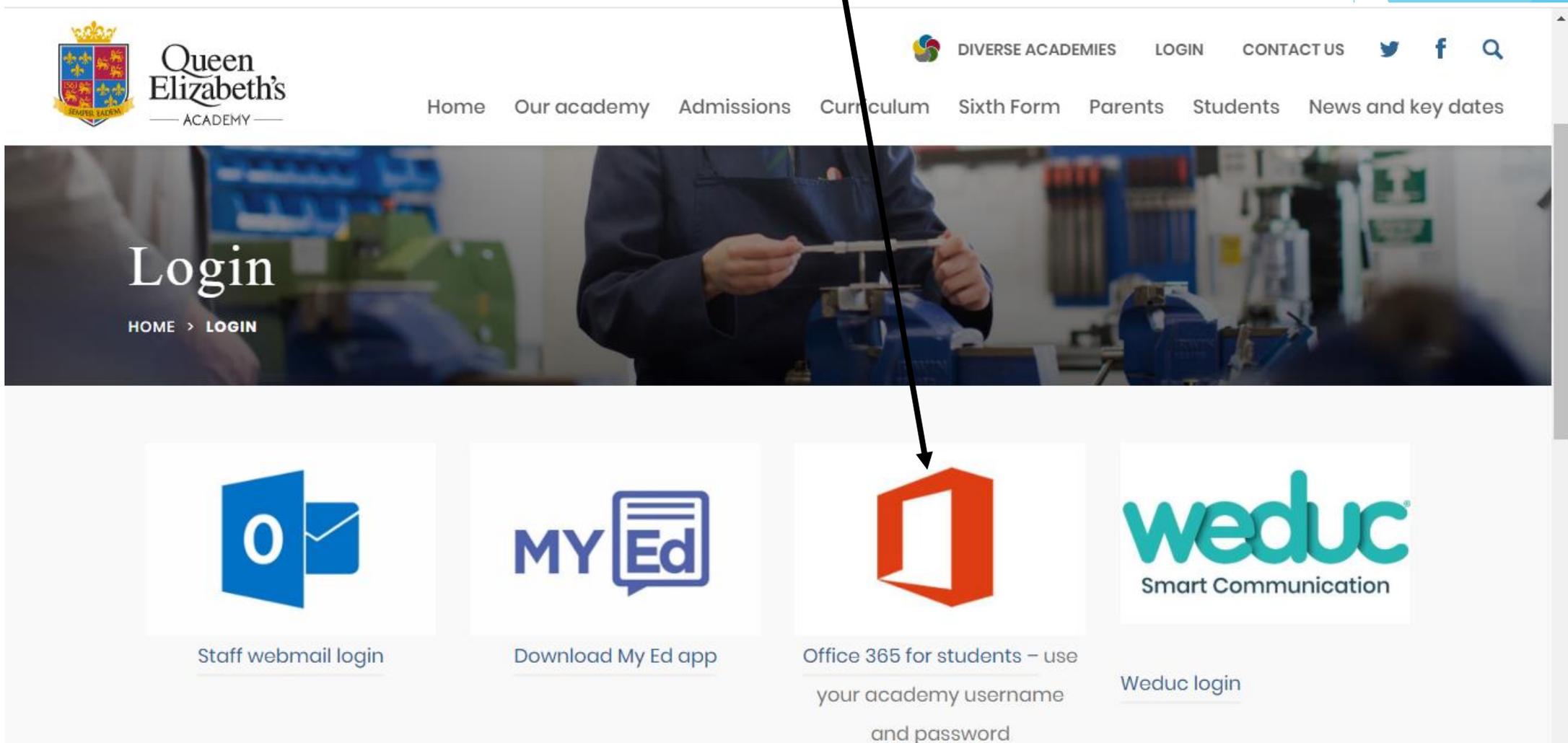


Log on to the QEA website and click log on



A screenshot of a web browser showing the homepage of Queen Elizabeth's Academy. The browser's address bar displays 'queenelizabeths-ac.org.uk'. The website features a dark navigation bar with the academy's logo on the left and menu items: 'Home', 'Our academy', 'Admissions', 'Curriculum', 'Sixth Form', 'Parents', 'Students', and 'News and key dates'. A secondary navigation bar includes 'DIVERSE ACADEMIES', 'LOGIN', and 'CONTACT US', along with social media icons for Twitter and Facebook, and a search icon. The main content area shows a classroom scene with a teacher at a whiteboard and students. The text 'Welcome to Queen Elizabeth's Academy' is overlaid at the bottom of the image.

# Select Office 365 for students



The screenshot shows the website for Queen Elizabeth's Academy. At the top left is the school's crest and logo. To the right are navigation links for 'DIVERSE ACADEMIES', 'LOGIN', and 'CONTACT US', along with social media icons for Twitter and Facebook, and a search icon. Below this is a main navigation menu with links for 'Home', 'Our academy', 'Admissions', 'Curriculum', 'Sixth Form', 'Parents', 'Students', and 'News and key dates'. A large banner image features a student in a lab coat working in a science lab, with the word 'Login' overlaid in large white text and a smaller 'HOME > LOGIN' link below it. Below the banner are four white boxes, each containing a logo and a link: 1. Microsoft Office 365 logo with the text 'Staff webmail login'. 2. 'MY Ed' logo with the text 'Download My Ed app'. 3. Microsoft Office 365 logo with the text 'Office 365 for students – use your academy username and password'. 4. 'weduc' logo with the text 'Weduc login'. A black arrow points from the 'Office 365 for students' text in the main heading to the Office 365 logo in the third box.

Queen Elizabeth's  
ACADEMY

DIVERSE ACADEMIES LOGIN CONTACT US

Home Our academy Admissions Curriculum Sixth Form Parents Students News and key dates

# Login

HOME > LOGIN

Staff webmail login

Download My Ed app

Office 365 for students – use your academy username and password

Weduc login

# Enter your school email address

Your email address is made up of the year you joined the school, your first initial and your surname  
@queenelizabeths-ac.org.uk

E.g. if you were Jessica Smith in year 7 it would be

[2019jbrown@queenelizabeths-ac.org.uk](mailto:2019jbrown@queenelizabeths-ac.org.uk)

Year 7 starts 2019

Year 8 starts 2018

Year 9 starts 2017

Year 10 starts 2016

Year 11 starts 2015

If your email isn't working check the spelling, especially of queenelizabeths



## Sign in

2019jbrown@queenelizabeths-ac.org.uk

[Can't access your account?](#)

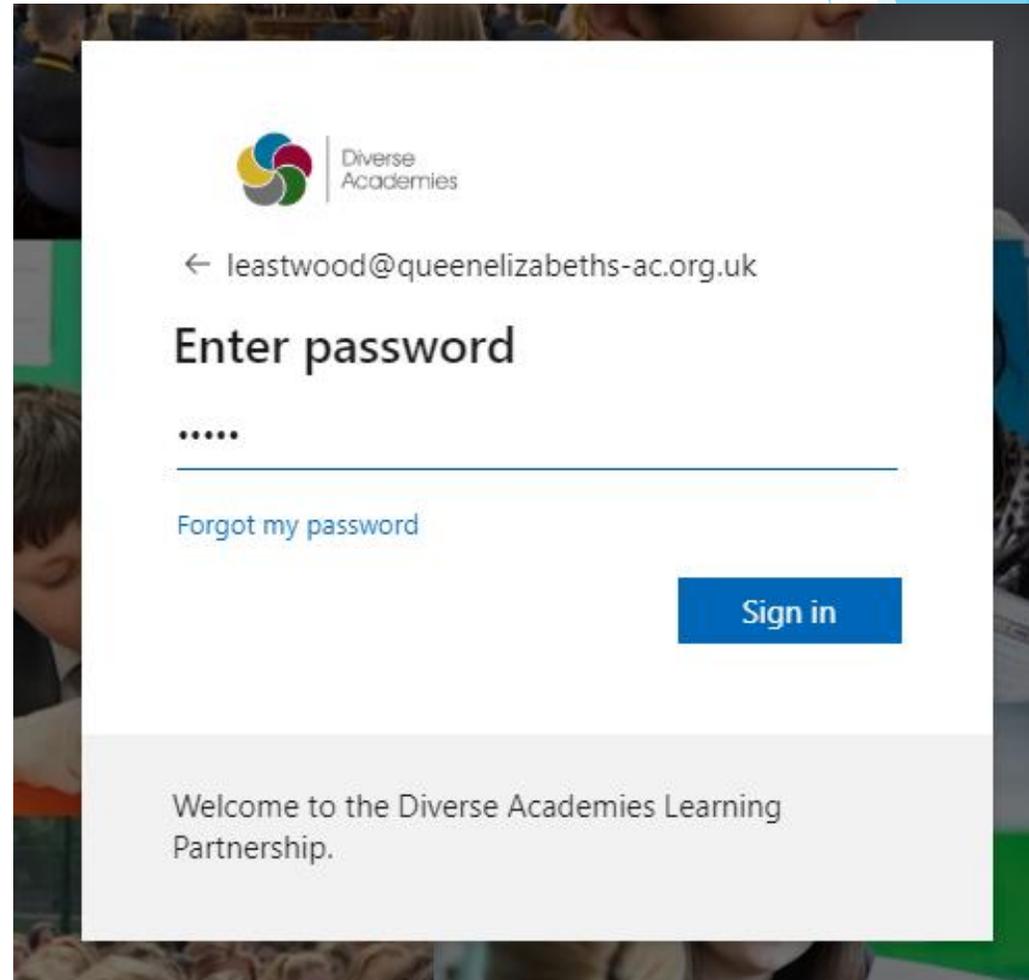
[Sign in with a security key](#) ⓘ

Back

Next

Enter your password - this is the same one you use to logon for your ICT lessons

If you have forgotten your password, please contact your tutor and they can ask the helpdesk to reset it for you

A screenshot of a web login page for Diverse Academies. The page has a white background with a blue header area. At the top left is the Diverse Academies logo, which consists of four overlapping circles in yellow, green, blue, and red. To the right of the logo is the text "Diverse Academies". Below the logo and text is a back arrow icon followed by the email address "leastwood@queenelizabeths-ac.org.uk". The main heading is "Enter password" in a bold, black font. Below this is a password input field with four dots representing the masked password. Underneath the input field is a link that says "Forgot my password". To the right of the input field is a blue button with the text "Sign in" in white. At the bottom of the page, there is a grey footer area with the text "Welcome to the Diverse Academies Learning Partnership." data-bbox="471 279 875 965"/>

 Diverse Academies

← leastwood@queenelizabeths-ac.org.uk

Enter password

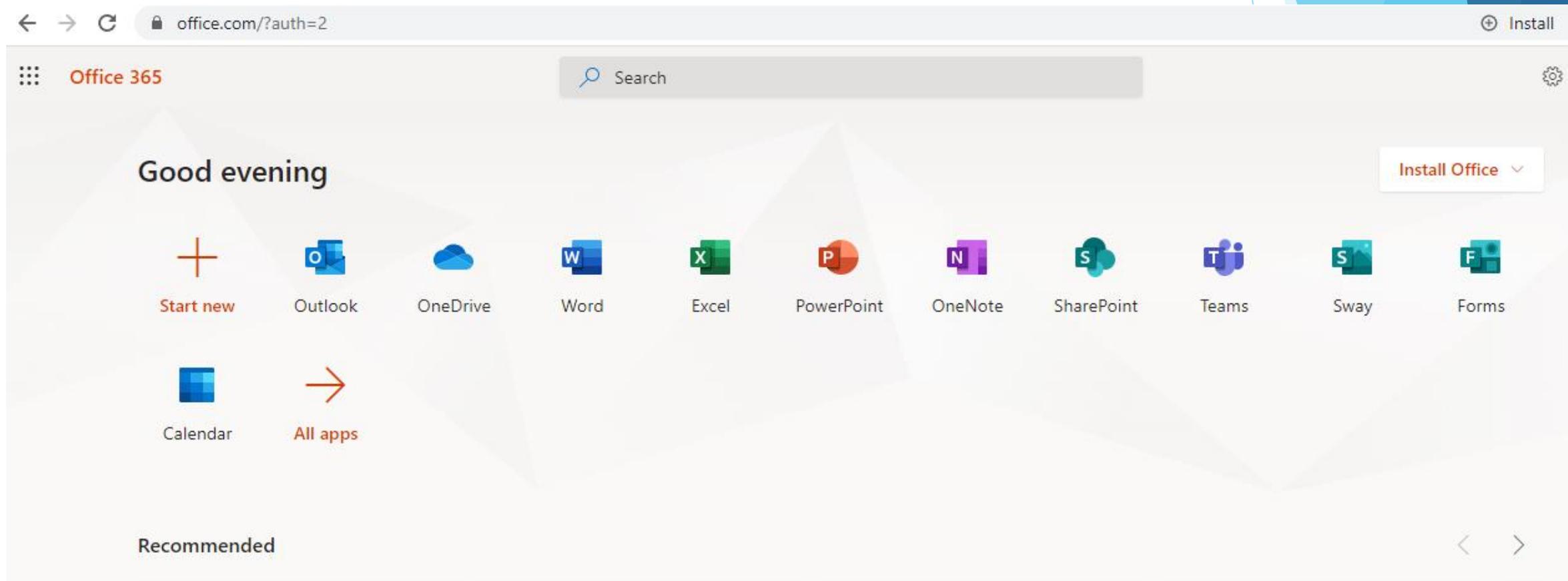
.....

[Forgot my password](#)

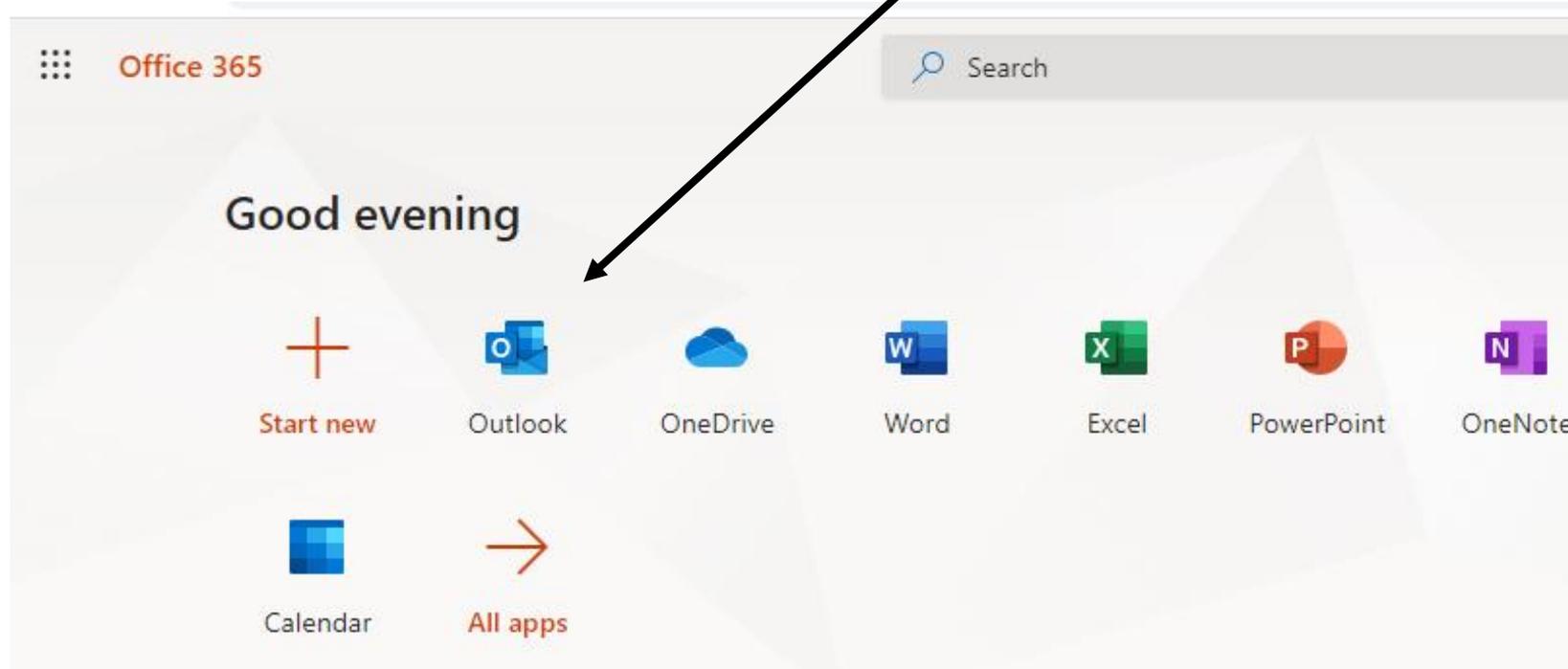
[Sign in](#)

Welcome to the Diverse Academies Learning Partnership.

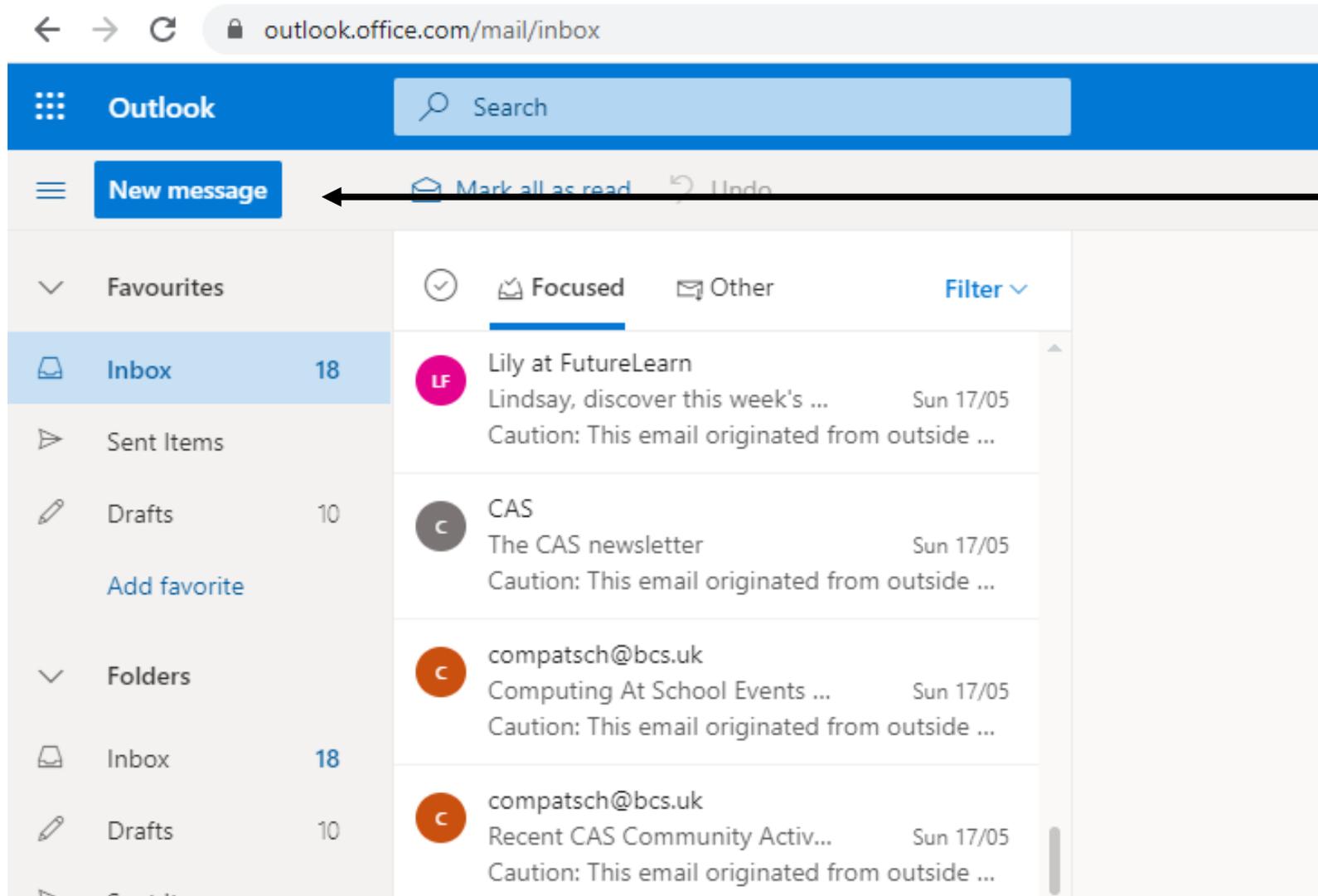
You are now logged into office 365, now select the program you want by clicking on it



# Select outlook to open your emails



# Your e-mail is loaded



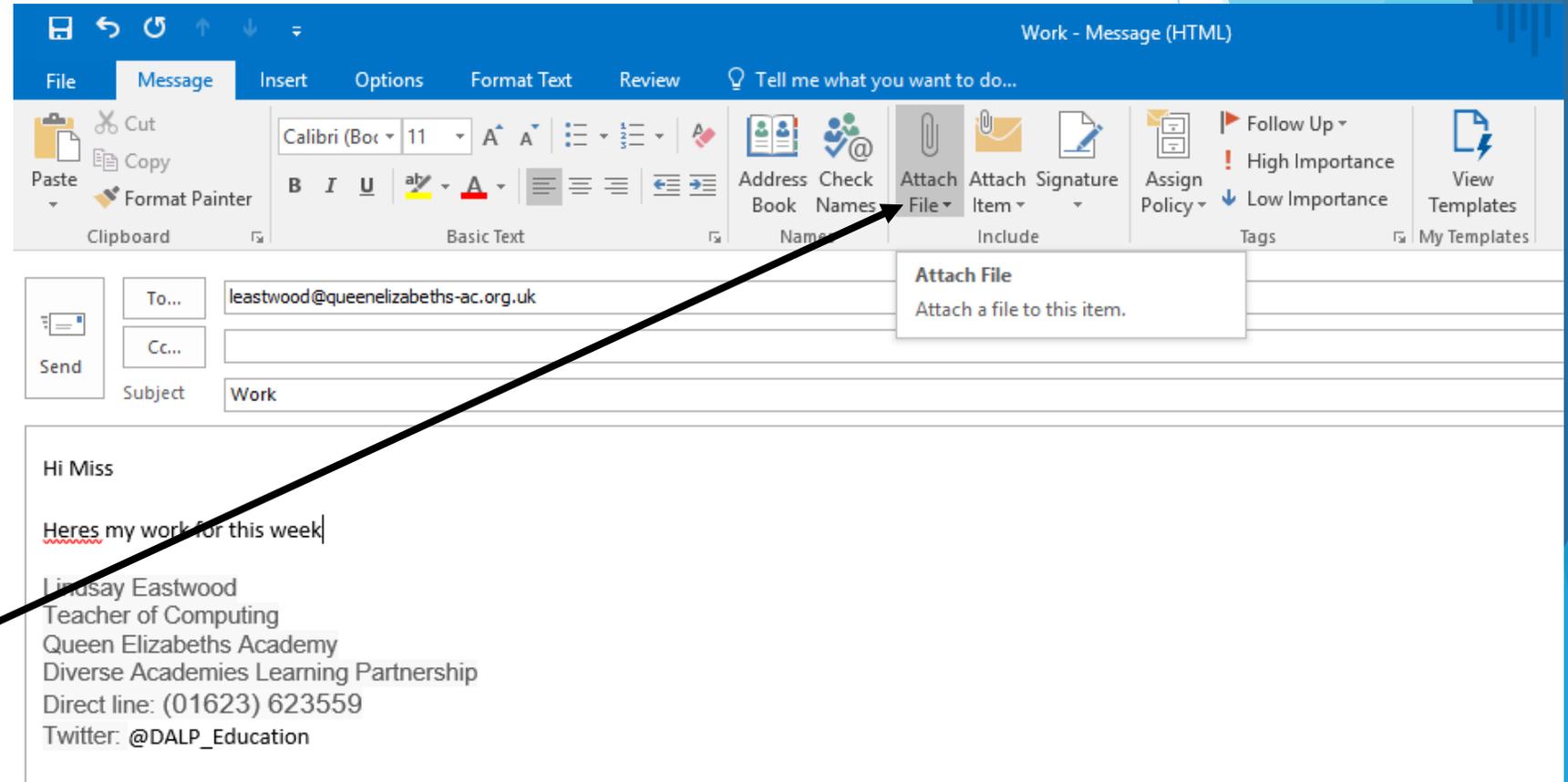
To create a new e-mail select new message

# How to attach work to your email

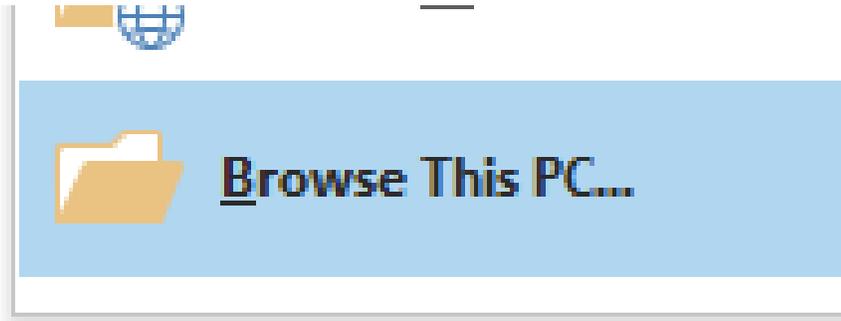
Type in your teacher email address in the to box.

All staff emails are initial [surname@queenelizabeths-ac.org.uk](mailto:surname@queenelizabeths-ac.org.uk)

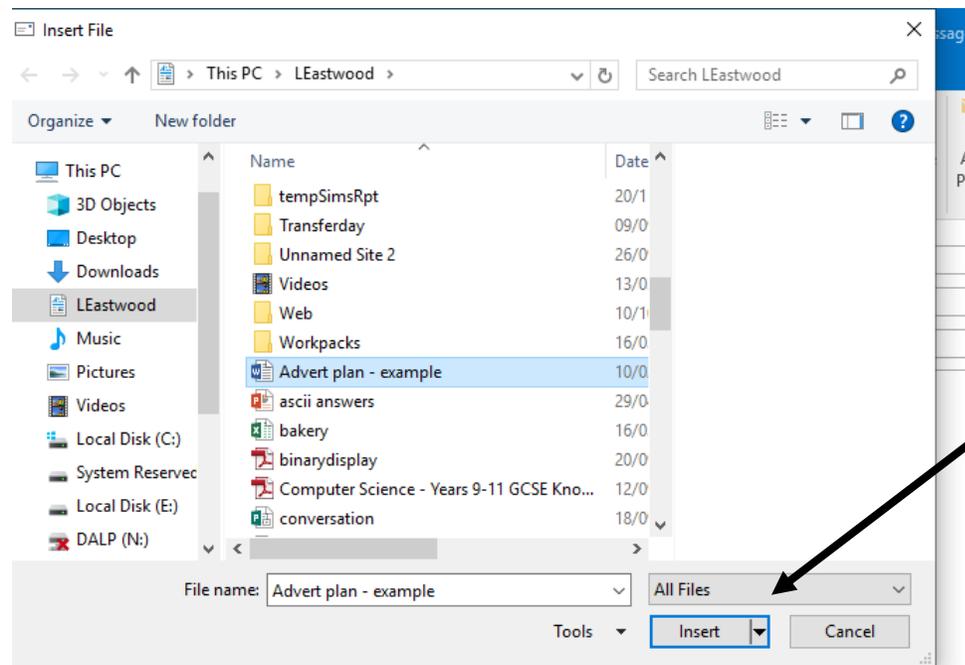
Select attach file



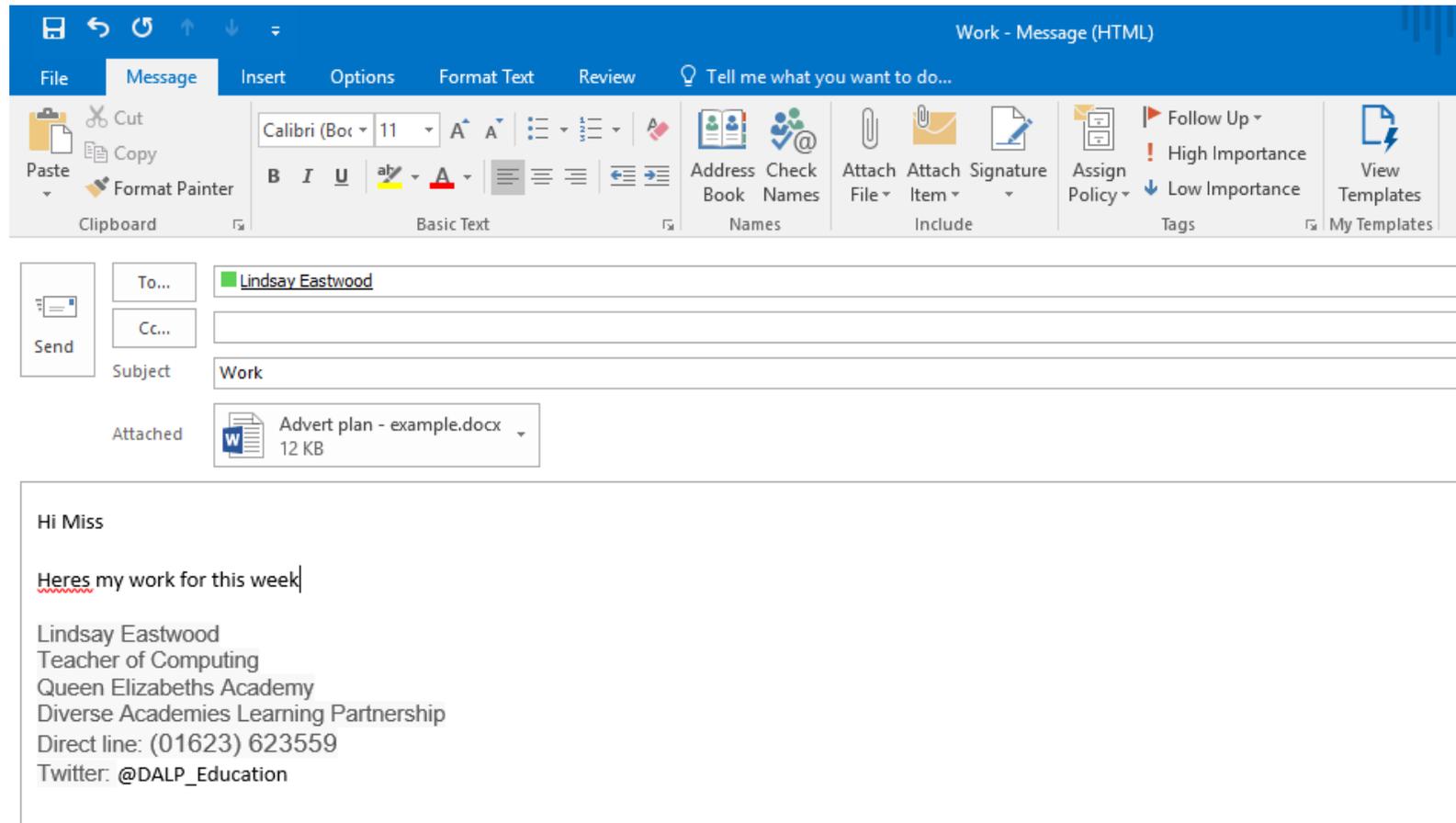
# Select browse PC



# Select the file you need and click insert



# Your work is now attached - you can attach more than one file if needed



The screenshot shows the Microsoft Word 'Work - Message (HTML)' interface. The ribbon includes 'File', 'Message', 'Insert', 'Options', 'Format Text', and 'Review'. The 'Message' tab is active, showing options for 'Clipboard' (Paste, Copy, Format Painter), 'Basic Text' (font face, size, bold, italic, underline, color, background color, text color, text alignment, list, indent), 'Names' (Address Book, Check Names), 'Include' (Attach File, Attach Item, Signature), 'Tags' (Follow Up, High Importance, Low Importance), and 'My Templates' (View Templates).

The email composition fields are as follows:

- To...: Lindsay Eastwood
- Cc...: (empty)
- Subject: Work
- Attached: Advert plan - example.docx (12 KB)

The email body contains the following text:

Hi Miss

Heres my work for this week

Lindsay Eastwood  
Teacher of Computing  
Queen Elizabeths Academy  
Diverse Academies Learning Partnership  
Direct line: (01623) 623559  
Twitter: @DALP\_Education