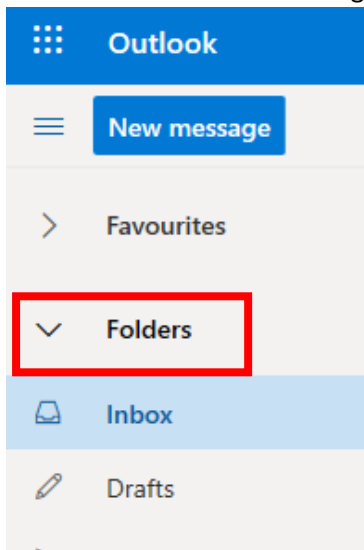
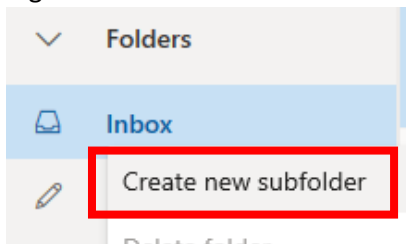


Pupil Use – How to create Inbox folders (Desktop/Laptop ONLY)

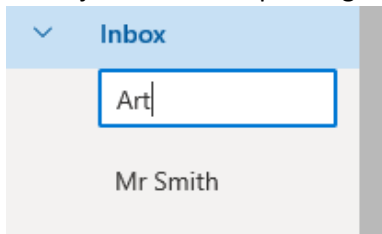
1. Login to your school email (see Appendix for details on how to do this)
2. Click the **Folders** link in the right menu to display the **Inbox** link (**DO NOT CLICK Favourites**)



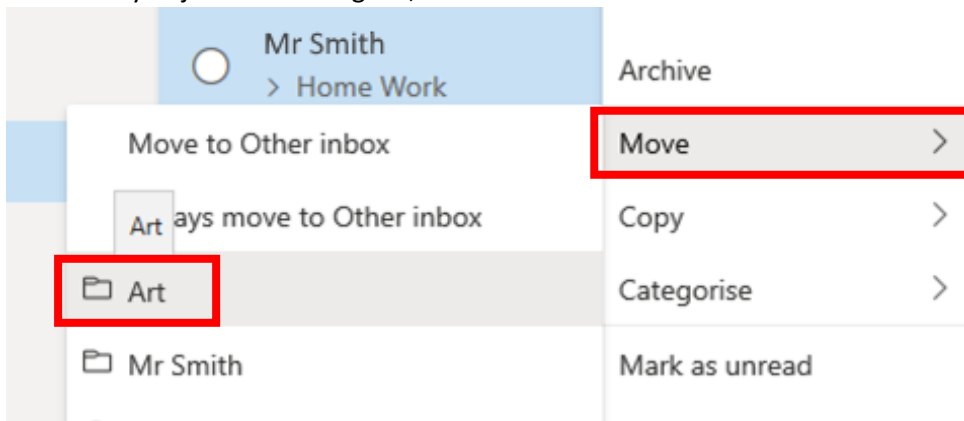
3. Right click the **Inbox** link and choose **Create New Subfolder** from the menu



4. Name the folder for example **Art** or **Mr Smith**. You can then organise your emails by subject or subject teacher depending on how you want to name your folders.



5. To move an email to one of the folders right click the email and chose **Move** > then choose the folder you just created e.g Art, Mr Smith etc



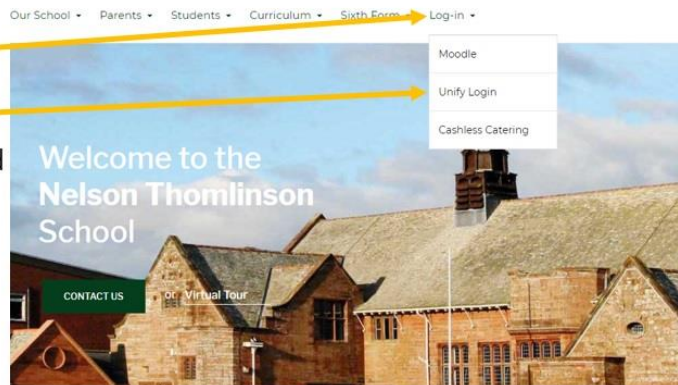
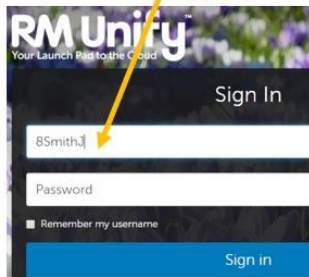
Appendix

How to access your school email

Pupil email access from home

Go to the main NTS Website – www.nts.cumbria.sch.uk

1. Click 'Log-in'
2. Click 'Unify Login'
3. Login with NTS username and password. eg 8SmithJ



Do **NOT** Google 'RM Unify' or 'NTS email' always go to the main Nelson Thomlinson School website and follow the links.