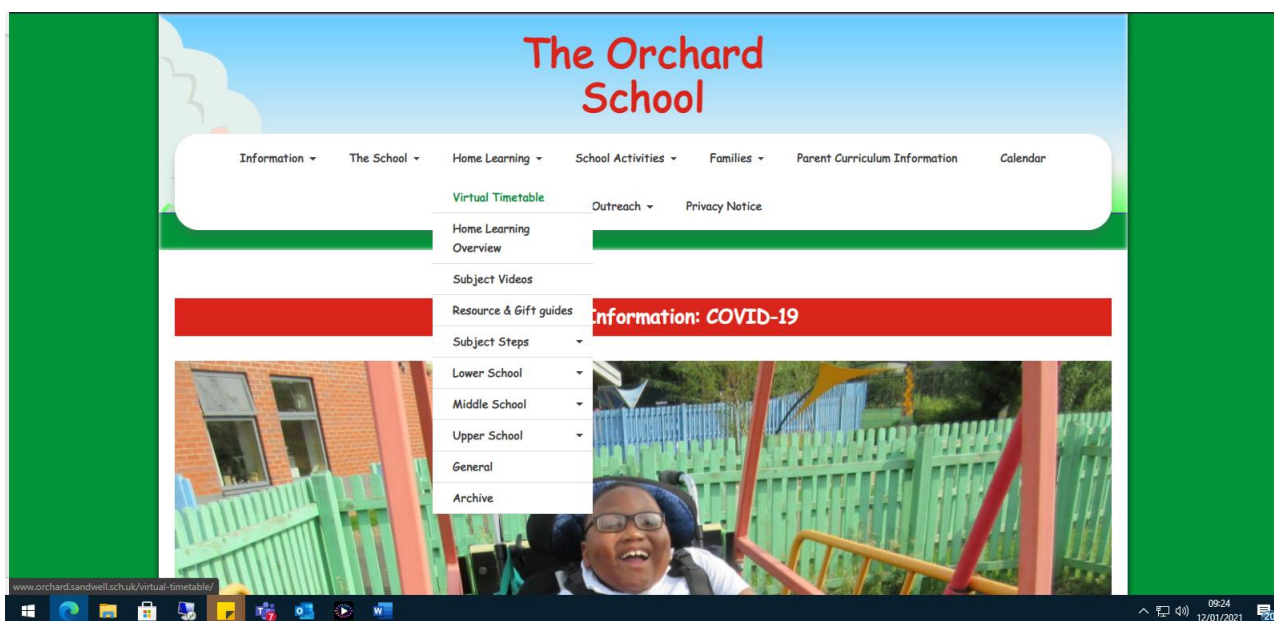


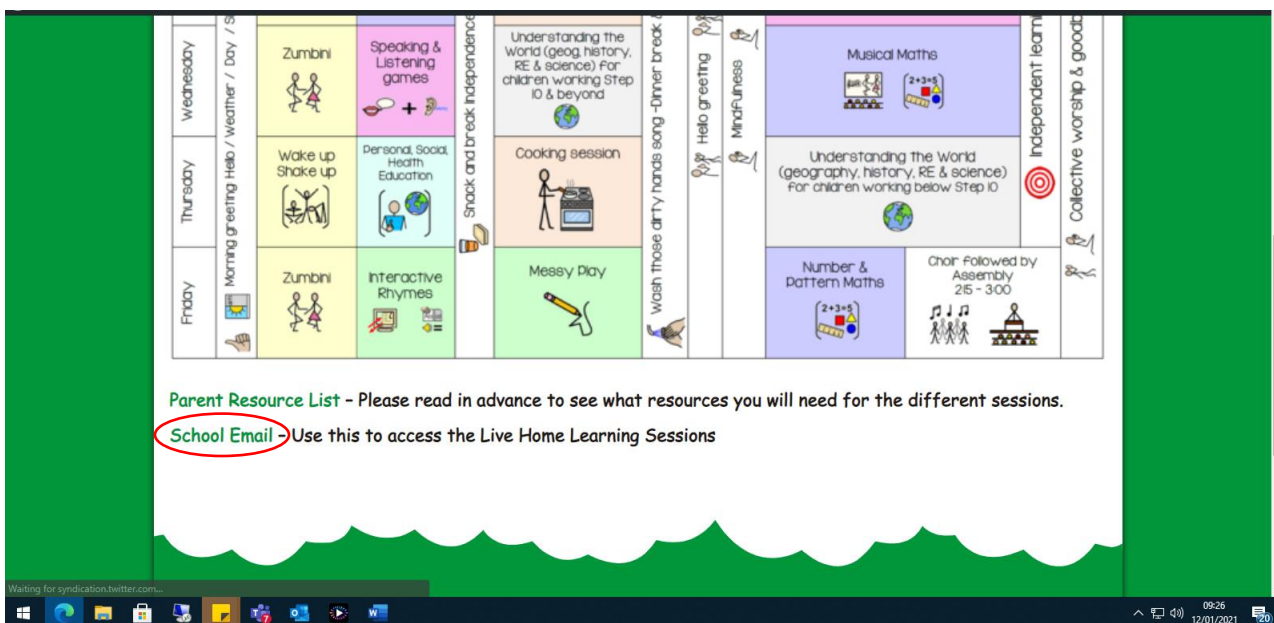
Student access to email account

Logging into your new student account

Go www.orchard.sandwell.sch.uk under the 'Home Learning' tab click 'Virtual Timetable'



Scroll down and click 'School Email'



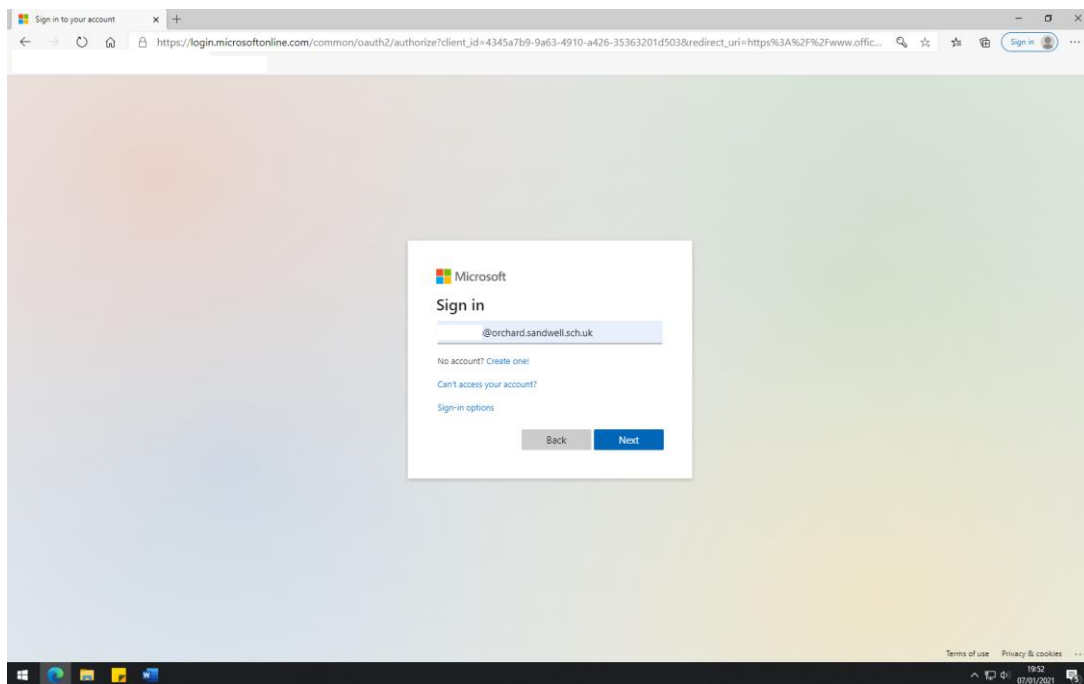
Please send all ICT Support email requests to 'Orchard ICT Support'
ictsupport@orchard.sandwell.sch.uk

Student access to email account

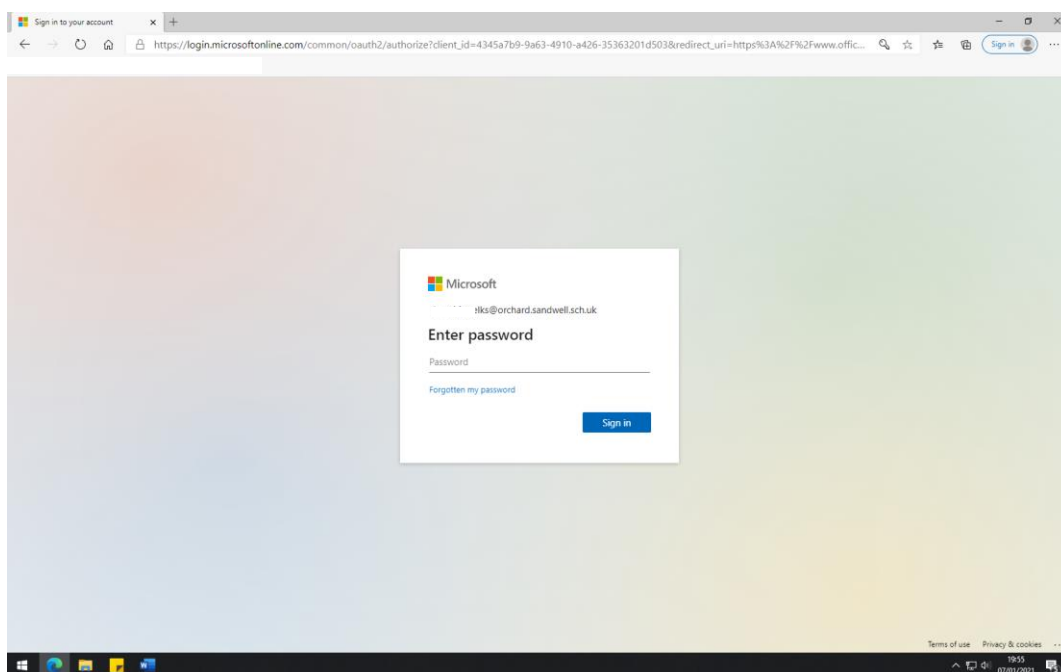
Enter the email address sent via text.

(example. **3@orchard.sandwell.sch.uk)

(*) this represents child's fir initial and second initial



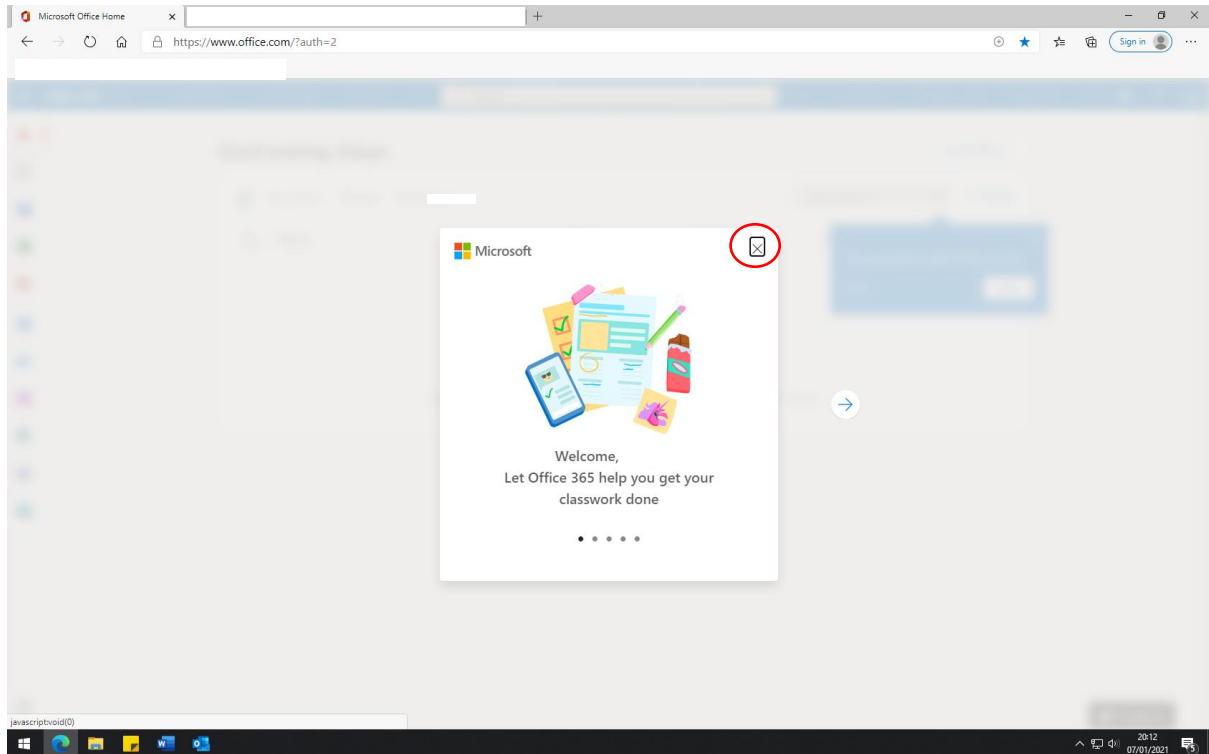
Enter the password provided



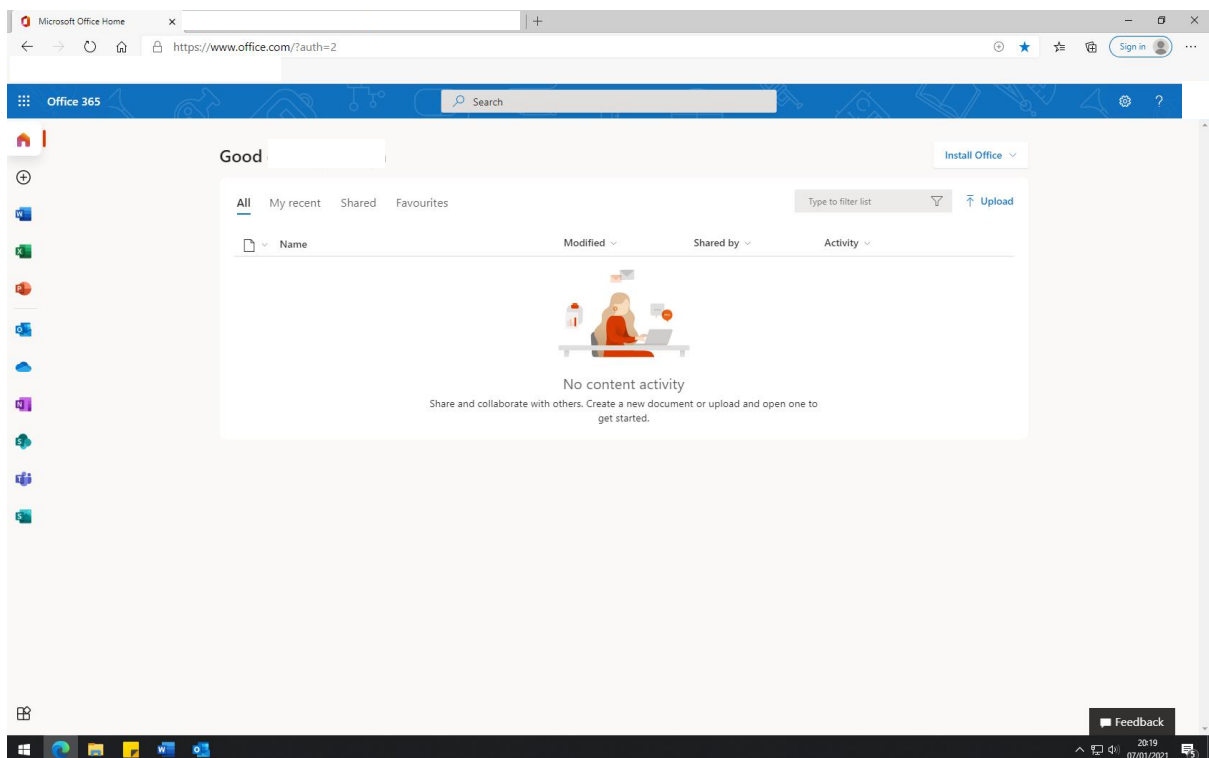
Please send all ICT Support email requests to 'Orchard ICT Support'
ictsupport@orchard.sandwell.sch.uk

Student access to email account

Click the cross in the top right corner of the pop-up box.



This is where you will find any invites to Teams sessions or emails.



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ictsupport@orchard.sandwell.sch.uk