



Email



Microsoft®
Office 365

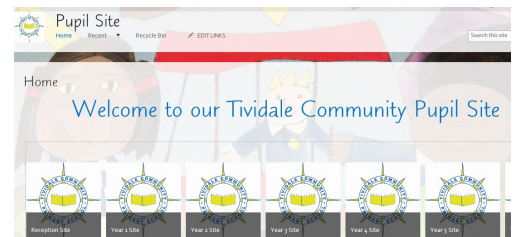
<http://tividalecommunity.sharepoint.com/pupil%20page>

Make sure you follow Tividale Community Primary's Email rules when using your email account:

- Always tell an adult when you access your email account
- Only log into your email account - never tell anyone else your log on details
- Never share personal information over email - do not share your address, telephone number, where you go to school
- Only send polite messages - everything you send and receive can be read by an adult in school
- Only use this email account to email people within school - @tividale-pri.sandwell.sch.uk
- Never open an email if you do not know who it is from - if you are unsure tell an adult
- Tell an adult if you receive an email you don't like - do not delete it

To access your email account you need to log in to Tividale Community Office 365 account - <http://tividalecommunity.sharepoint.com/pupil%20page> .

When you log in you will enter our pupil pages - this is where you can see the housepoints and pupils of the week. You can also select your year group page to see messages and documents from your teacher and class mates.



If you click on the 9 squares in the left corner of your page and select the envelope symbol you will access your own email account.

Remember our email safety rules when using your email