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*The Email Service*

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1. Access from home

Email may be accessed from a PC which has an internet connection.

Open your Internet Browser and type in the following website address (URL):

<https://mail1.learningni.net/exchange>

OR

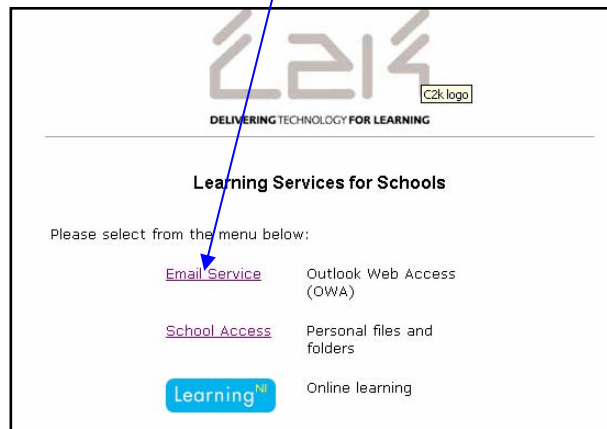
You can access your email via the school website by clicking on the 'External Access' link from Bangor Grammar Website

The screenshot shows the school website interface. On the left is a vertical navigation menu with the following items: About the School, Board of Governors, Curriculum, Pastoral System, School Politics, Co-Curricular Activities, Connor House, Parents' Association, Grammarians, School Calendar, Gallery, Staff Vacancies, and External Access. The 'External Access' item is highlighted. A blue arrow points from this menu item to the 'External Access' page content on the right. The page content includes the school crest and motto 'Celebrating the past, building the future', a photograph of the school building, and the heading 'External Access'. Below the heading, it states: 'Staff and Pupils can access their Network User Area from any PC using Internet Explorer.' It then says: 'Just follow the link below to go to the relevant pages: [http://www.c2kni.net/c2k\\_services.html](http://www.c2kni.net/c2k_services.html)'. Below this is a box containing the C2K logo and the text 'DELIVERING TECHNOLOGY FOR LEARNING' and 'Learning Services for Schools'. At the bottom of the box, it says 'Please select from the menu below:' followed by two links: 'Email Service' and 'Outlook Web Access (OWA)'. A blue arrow points from the 'Email Service' link back to the 'External Access' menu item.

Then click on the link at the top of the page



To access your email account click on the 'Email Service' link



When prompted to enter your **username** and **password** and click **Logon** to log onto the email system:

e.g. **school\smith123** (the word 'school' should be used – this is the domain – it should **not** be replaced by your own school name)

## 2. Filtering

Emails from both internal and external sources are filtered for content and users should be aware that any communications made using the system are to be made in line with the school's acceptable use policy.

## 3. Unblocking Email

To get an email unblocked you should forward the 'NOTIFICATION' email to the Network Administrator explaining why you wish to have the email unblocked.