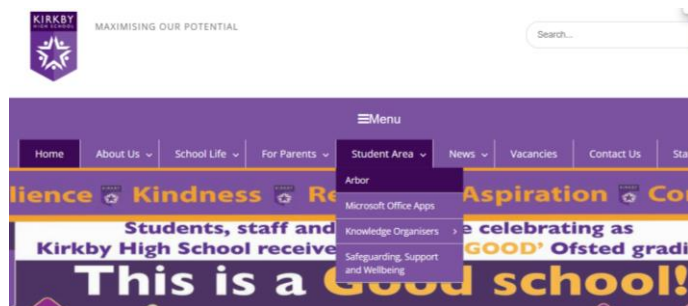


## Logging on to Arbor

Go to our school website [www.kirkbyhighschool.net](http://www.kirkbyhighschool.net) and find Arbor under the Student Area tab:

The image shows the Arbor login page. It features the Kirkby High School logo and the text 'Log in'. There are two input fields: 'Enter your email address' and 'Enter your password'. Below the password field, there is a link 'First time logging in?' which is highlighted with a red rectangular box. To the right of this link is another link 'Forgot your password?'. Below these links is a green 'Log in' button. At the bottom, there is a small text link: 'Trouble logging in? Click [here](#) for help'.

Click on **first time logging in**

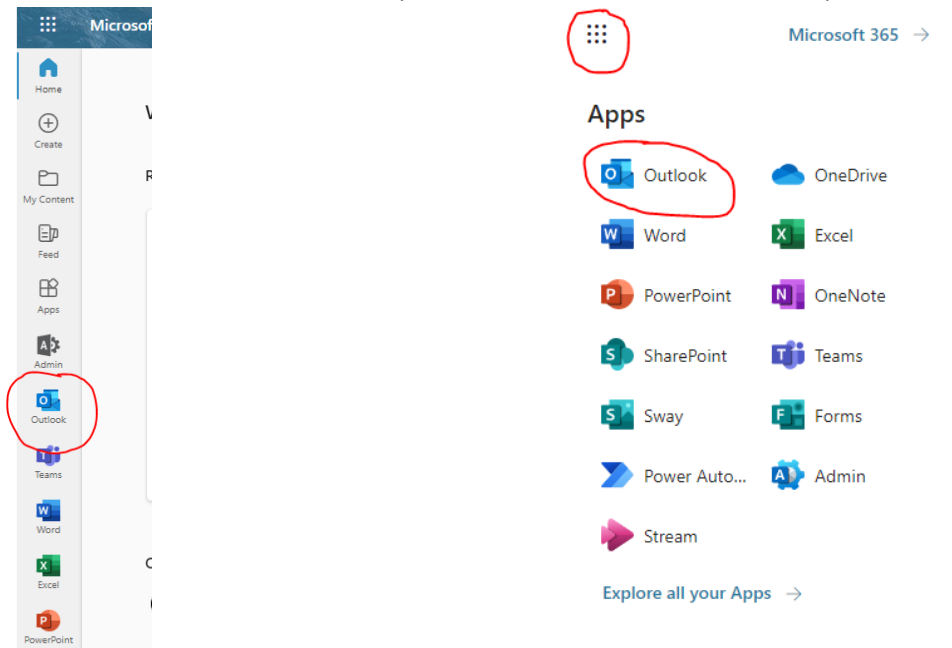
This will bring up the following screen:

The image shows a modal window titled 'First time logging in?'. It contains the following text: 'Don't worry! Just tell us the email address you will use to log into Arbor and we'll send you an email with a link to set your password.', 'Unsure which email address to use? Contact your school administrator and they will help you out.', and an input field labeled 'Enter email address'. Below the input field is a green button labeled 'Set password'.

Enter the Kirkby email address that you use to log in to the school computers ([Firstname.Surname@student.kirkbyhighschool.net](mailto:Firstname.Surname@student.kirkbyhighschool.net)). This will send an email to your Kirkby email. You will need to access this email to verify the email address. Use the instructions below for your email.

## Accessing your emails

- Open Edge/Chrome
- Go to Office.com
- Login with your email/password the same ones you use on the computers in school  
([Firstname.Surname@student.kirkbyhighschool.net](mailto:Firstname.Surname@student.kirkbyhighschool.net))
- Either click Outlook on the left side panel, or click the 3x3 dots in the top left then click Outlook



Click the link you receive in the email and you will be able to set your password. Set your password as the one you use to log in to the school computers **but add 23 to the end**.

Return to Arbor and log in.