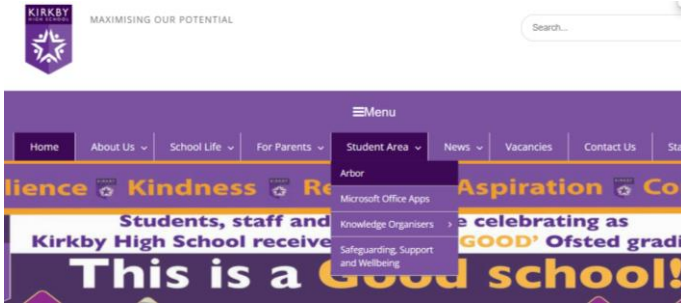


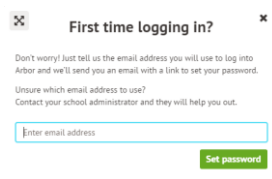
# Logging on to Arbor

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



Click on **first time log in**.

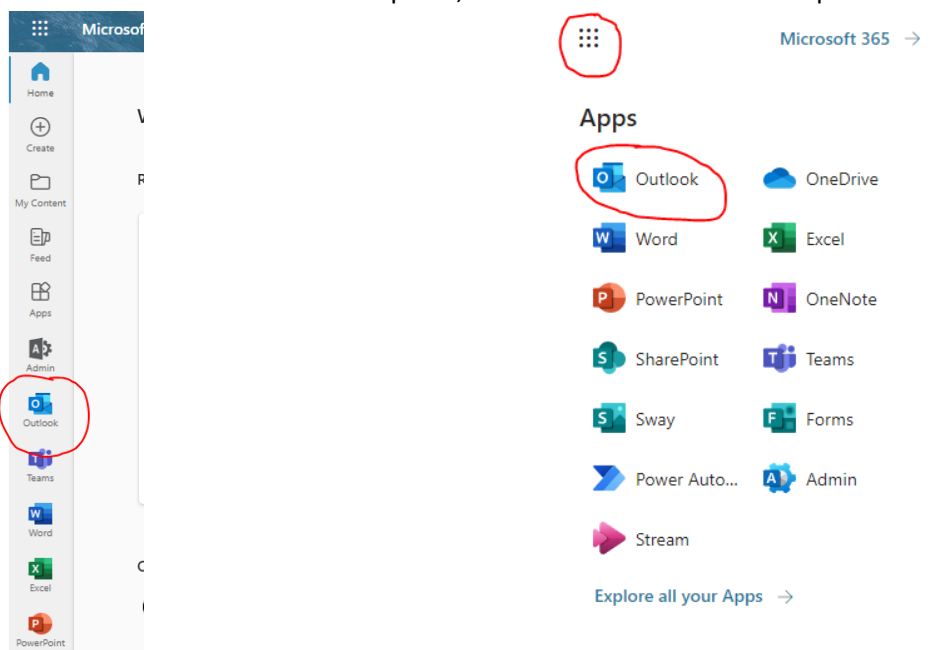
This will bring up the following screen:



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 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.