

USING STAFF EMAIL

Staff email is very useful in that it can keep you in touch with many events around the college, not least events relevant to the course that you may be teaching or supporting. The use of paper based memos has almost completely disappeared in the college so email is vital to most managers and coordinators in disseminating important and sometimes urgent information to their staff.

There are two ways to access your college email; we are going to concentrate on the web based system called Outlook Web Access. This system allows you to access your email from any computer that is connected to the internet. With the introduction of electronic registers most classrooms now have a computer with internet access so there is bound to be a few minutes in your day when you have time to check your email.

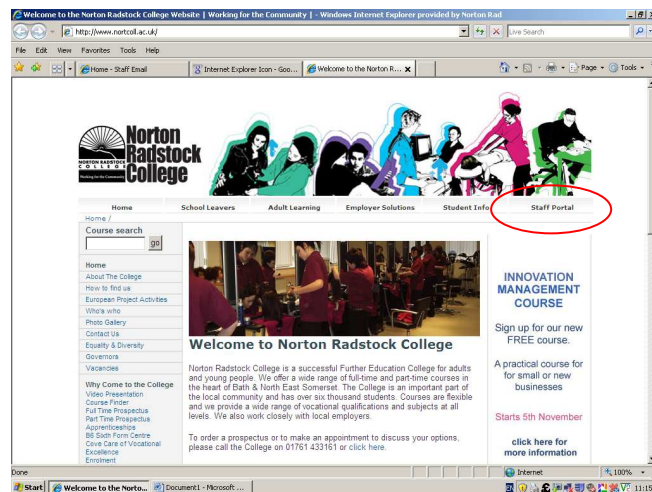
How to do it

Load Internet Explorer



Make sure you are on the Norton Radstock College home page
www.nortcoll.ac.uk

Click on the link 'Staff Portal'



Log in with your user name 'joyce.brown@nortcoll.ac.uk'
and your usual college password.

