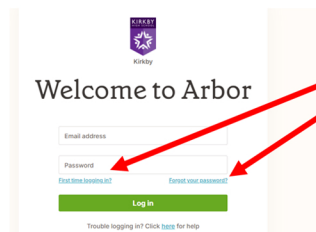


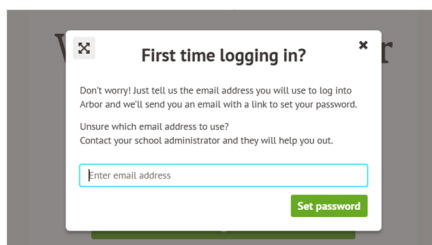
1. Go to our school website www.kirkbyhighschool.net and find 'Arbor' under the 'Student Area' tab



2. Click on the link



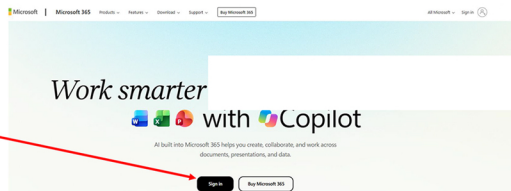
3. Click on 'Forgot your password' or 'First time logging in'



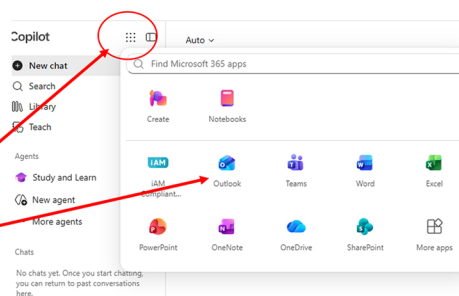
4. Enter the Kirkby email address that you use to log in to the school computers
(Firstname.Surname@student.kirkbyhighschool.net). This will send an email to your Kirkby email. You will need to access this email to verify the email address. Use the instructions on the next slide for your email.

To access your email:

1. Open Edge/Chrome
2. Go to Office.com
3. Click on 'sign in'



1. Login with your email/password the same ones you use on the computers in school (Firstname.Surname@student.kirkbyhighschool.net)
2. Click on the 9 dots on the left hand side
3. Select '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 **26** to the end
- Return to Arbor and log in
- Write your username and password in your planner
- When you get home, download the **Student Arbor App** from the Apple App Store or Google Play Store
- Use your username and the password you have just set