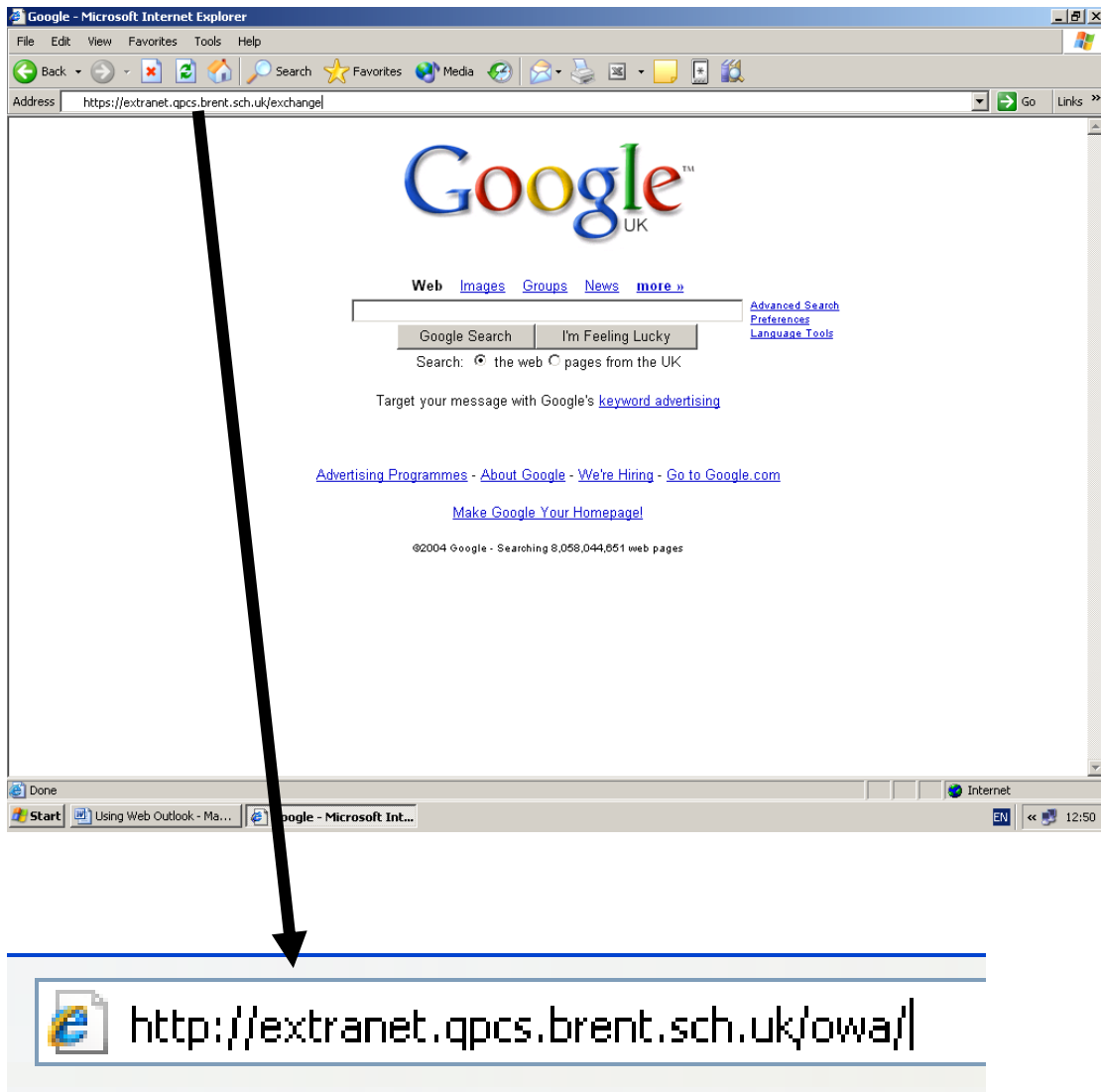


QUEENS PARK COMMUNITY SCHOOL

ICT

Outlook Web Access

1. Open internet explorer and type the address as shown below



Notes: Please ensure you type exactly as above.

Or you can go to our school website: www.qpcs.brent.sch.uk
Click **Staff email**.



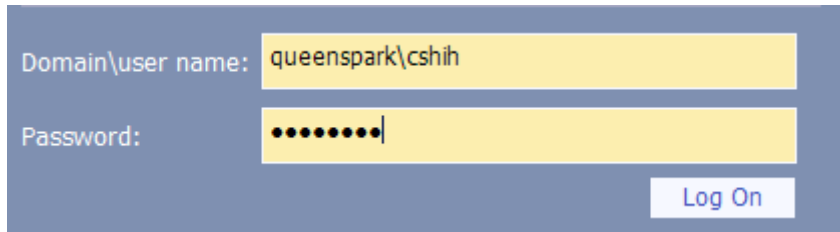
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2. You will then see the logon prompt.

3. When entering your username, you will need to prefix it with queenspark\ and then your username, as shown below.



Domain\user name: queenspark\cshih

Password: ●●●●●●●●●●

Log On

4. Then enter your normal password under it and click “OK”
5. You will then gain access to your email via our outlook web site.

