# Isca webmail for students.

ACCESSING WEBMAIL
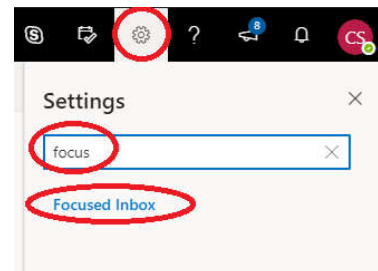
1) Open a browser, preferably Google Chrome.
2) Log out of any other Office 365/Outlook/Live.com/Hotmail account.
3) Visit http://mail.iscaexeter.co.uk

4) Enter your full school email address (username@iscaexeter.co.uk)

5) Enter your password. This is the password you'd use to log into computers in IT rooms or Google Classroom.

6) If you've not accessed webmail before, you'll be asked to choose a time zone. Choose 'London' and click to continue.
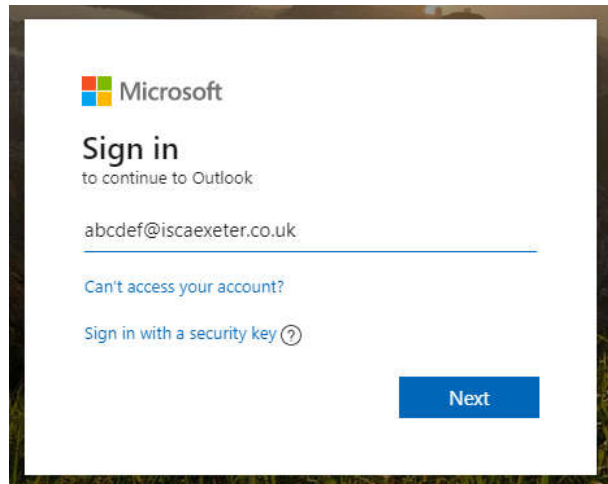
VIEWING EMAILS

You may find emails presented in a "Focused Inbox" view. This is Microsoft's attempt to prioritise and show those emails it considers most important first. This typically isn't helpful – it's normally easier to view emails according to the date/time they were received. To disable the focused inbox:

7) Log into webmail.
8) Select the Settings/gear icon in the top right.
9) Type 'Focused'.
10) Click on the 'Focused Inbox' result when it appears.

11) Select 'Don't sort my messages'.
12) Select 'Save'.

PASSWORD ISSUES

If you experience password issues, please email passwords@tedwraggtrust.co.uk with your full name and username. To tell us you attend Isca and are having problems with your email password. If we change your email password, your Google Classroom password will also change to match.