

As part of your programme here at Morthyng Vocational College, you have been issued with a new email address. We have done this, to be able to email you copies of your reviews and any communication between yourself and Morthyng.

**Please Note:**

This email address is only available for use whilst you are on programme, this email account will be deactivated when you leave programme or unless stated by your liaison officer.

As this email address is owned by Morthyng, the account will be monitored, any misuse maybe reported as per company policy.

To access this email account online, use any browser and go to <http://www.morthyng.co.uk>

To access the email log in screen, hover over learner than click Learner Email Login as shown.

- Once the page has loaded, follow the instructions on screen.

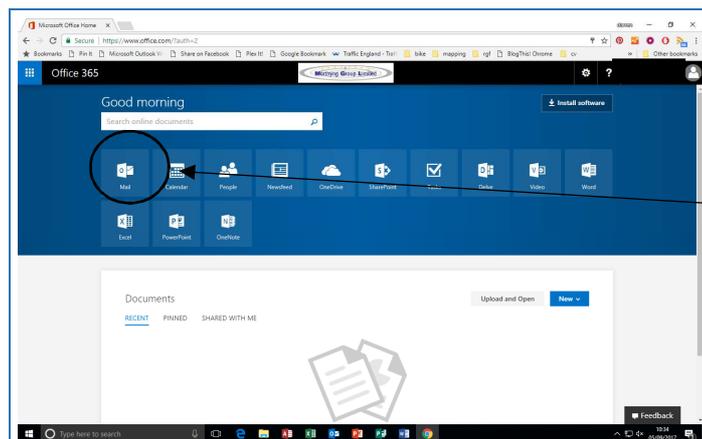
Enter your login name and password from the details provided above.

From here you have access to all your emails plus the popular Microsoft products such as word for writing letters, documents and job applications

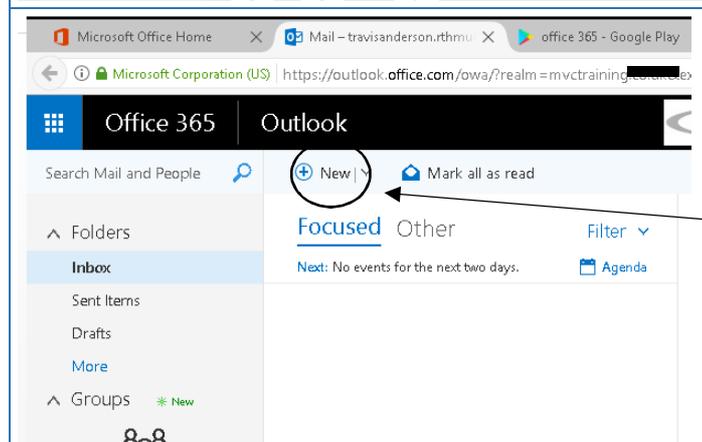
If you need any help in accessing your emails or have forgotten your password please speak to your Student Support Officer or a member of the IT team.

## Simple How to.

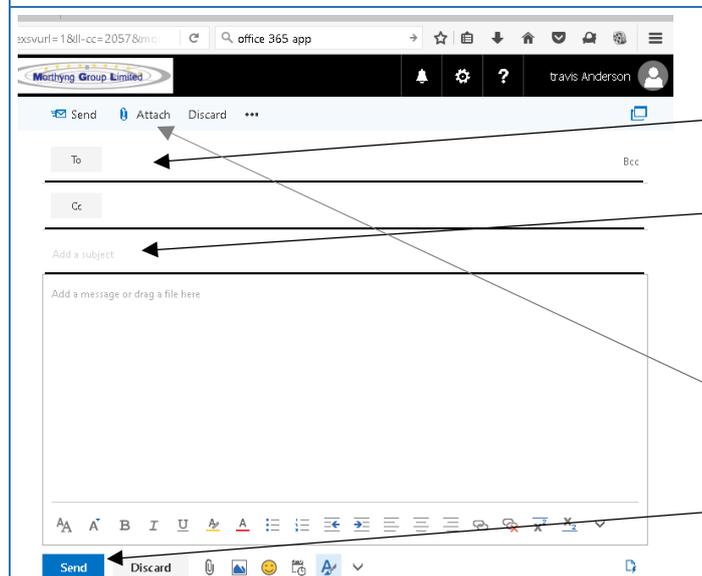
Once you are logged in, now on the page displaying the apps, you will need to click the mail app as shown below



To enter mail first of all you will need to click the Mail App



To create a new email, click new and it will open a separate part on the window to create email



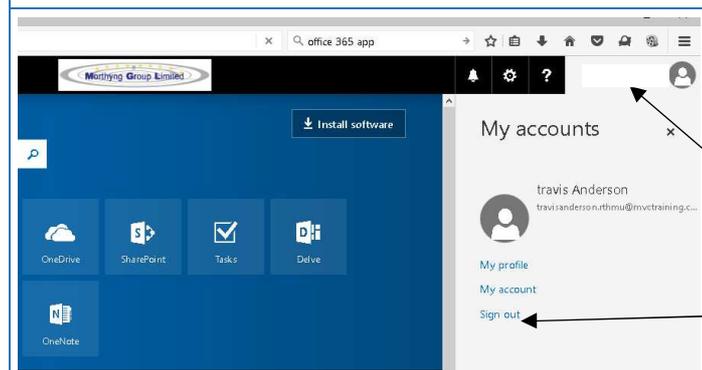
You will need to enter the recipient email address here.

You will need to enter in a subject here.

You will need to fill out the message to send to the recipient.

If you need to attach a document you will need to click here.

And lastly to send you will need to click here



Please make sure when you have finished using your email account, **sign out** to prevent anybody else accessing your account.

To sign out you will need to click your name in the top right side of your profile windows and then you will need to click sign out.