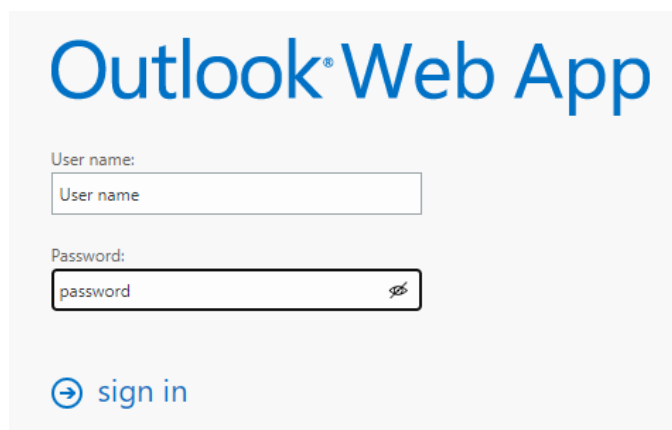


Year 6 Guide to logging onto John Port Spencer Academy systems

Please follow the instruction below to log into John Port email and google accounts. Your parents and primary school should have already received your login username and password by email.

John Port email account

To access email, go to <https://webmail.advanceditservices.co.uk/>. Log in with the username and password that has been emailed to your parents and to your primary school.



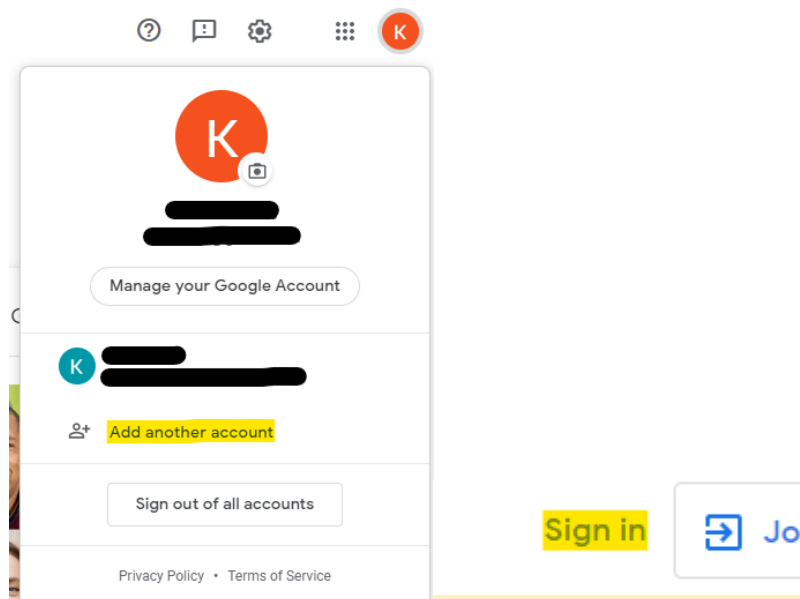
The screenshot shows the Outlook Web App login interface. At the top, the text "Outlook® Web App" is displayed in blue. Below this, there are two input fields: "User name:" with a placeholder "User name" and "Password:" with a placeholder "password" and a small eye icon to toggle visibility. At the bottom left, there is a blue "sign in" button with a right-pointing arrow icon.

Google Meet

On the day of your virtual induction, go to <https://meet.google.com>. In the top right corner, you may see a circle with a letter in it. This letter will probably match your first initial.

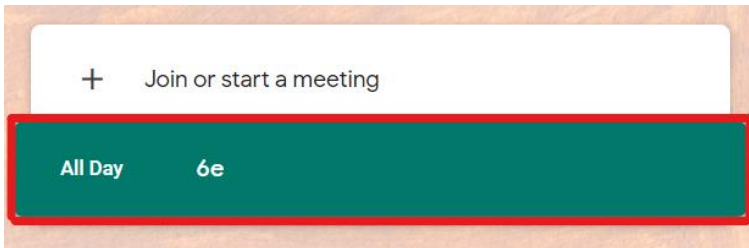


If that circle is present, click on it and then click 'Add another account'. If that circle is not present, click 'Sign in'.

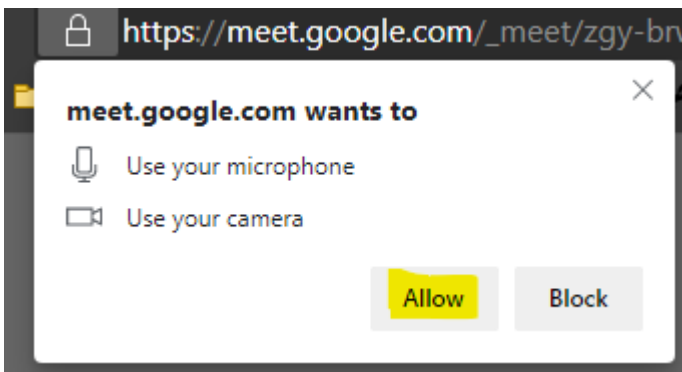


The username for your Google account is your full John Port email address that has been emailed to your parents and primary school.

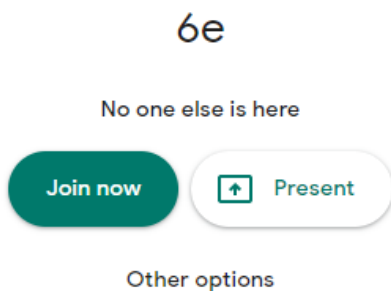
If you have logged in on the correct day and with the correct account, you should see a scheduled meeting show up. It will be named for your form group. Click on that meeting.



You may be asked if you want to allow Google Meet to use your microphone and camera. Click Allow.



You should then see a screen with a preview of your video. Click 'Join now'.



You should now be in the meeting.