



Microsoft® Office

# Outlook® Web Access

If there are problems logging in to email through the email icon on the computer in school or remotely through the Baglan IT webpage the addresses are –

**Internal** <http://email.education.neath-porttalbot.gov.uk/exchange>

**External** <https://npt.baglanit.org.uk/exchange>

You can type the address manually into Internet Explorer (the version must be 5.0 or above to make full use of the functions available). Once you have typed the address in you can save this in your favourites/links for future use.

Please type your username and password as normal.

E.g. Username      bitc-darren      (**Remember** to enter your school prefix followed by a -)

Password              \* \* \* \* \*      (the one you use at school)