

Northampton Email Accounts – June 17

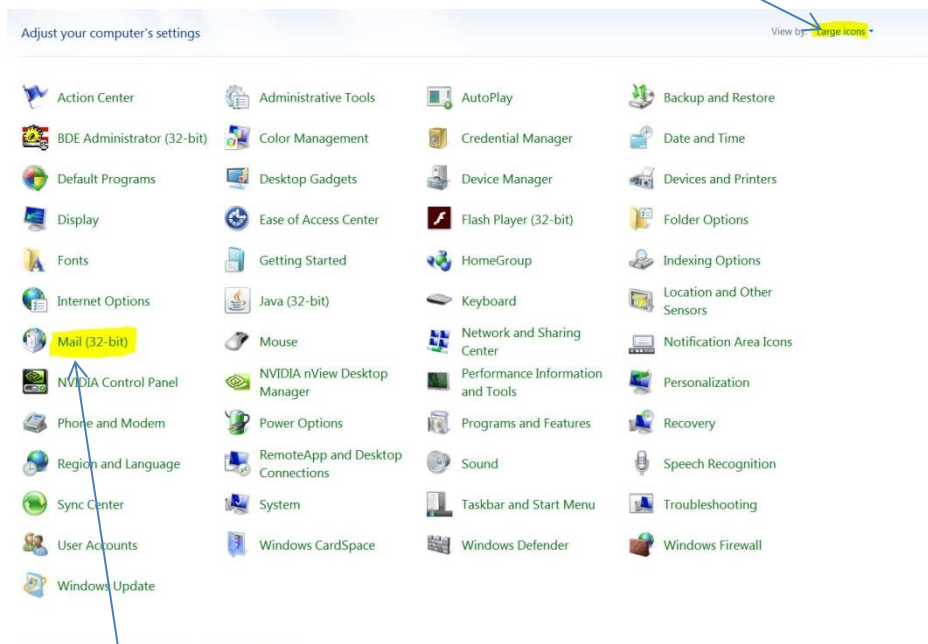
The following should be carried out for all 3 Northants-ecl.gov.uk email accounts:


Step 1 (Do not omit this step)

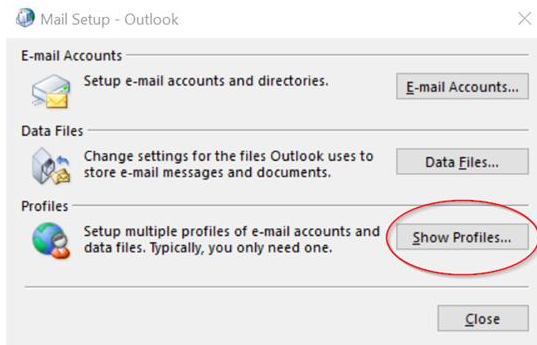
1. Log into SIMS ID Webmail using your existing email address and password on this site <https://id.sims.co.uk> If you do not know your Head@/Bursar@ or SENCO@ passwords please call the Northampton service desk on 08448922406
2. Click OK to allow 'Add on's' if prompted
3. When prompted input data for the 5 security questions
4. The SIMS ID Launcher Window should now open. (If you get an error message and the Web page fails to display, refresh the page using the F5 key on your keypad and this should resolve the problem)
5. Click on the 'Email' tile from the 'Launcher' window to view email and check that it is working
6. Log out of SIMS ID Webmail.

Step 2 Setting up Local Outlook to Synchronise with SIM ID

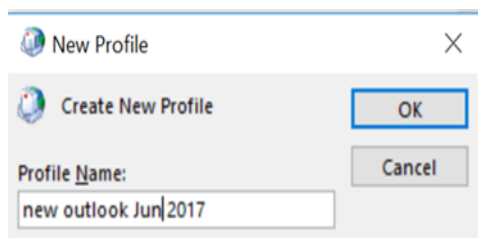
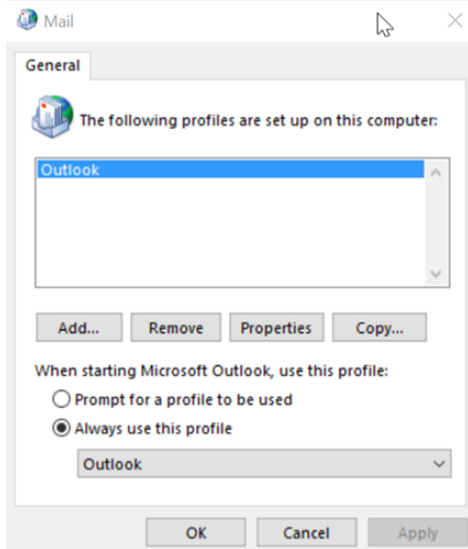
1. Open Windows Control Panel (select 'Large Icons' if not already showing)
2. **Windows 7** users Go to the Start/Control Panel. **Windows 10** users right click Windows Icon bottom left corner of your task bar and select 'Control Panel' from the list.



2. Click on Mail  Mail (it may say Mail 32 bit)
3. Click on Show Profiles

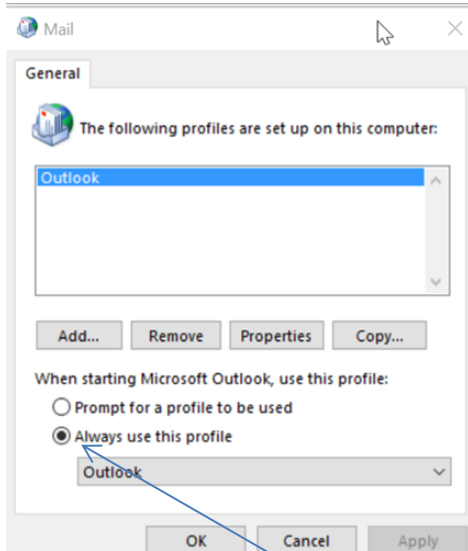


4. Click Add (to add a new Profile)



Give your Profile a meaningful name. Click ok. (Remember this as you will need this for step 8 below)

5. Input your name (this will appear on your sent emails) and e-mail address **THIS IS THE NEW USERNAME** you have been provided. e.g. It will always be either Head/Bursar or SENCO.nnnn@northants-ecl.gov.uk where 'nnnn' is the last 4 Digits of the School DfES number. Example Head.1234@northants-ecl.gov.uk your normal e-mail mail address is mapped to this and has not changed. This is purely to enable Outlook to find and synchronise with your new SIMS ID Webmail account.
6. Enter your password. Your password is your normal email password (the one you can sign into webmail with) if you have forgotten or do not have this call the Northampton Support Desk for advice on 08448922406. Click next.
The system will then Auto Discover and connect to the new server and add your mail account. Be patient this can take up to 15 minutes.
7. Close Outlook
8. Go back to Control Panel/ Mail (or mail 32 depending on version)
Click show Profiles



Make sure 'Always use this Profile' is selected (usually be default)

NOTE: You must also select the new Profile you created in Step 4 from the drop down menu below the Radio buttons before clicking 'Apply' and then click 'OK'.



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Outlook should then open with the new Profile. You may be asked to login with your password again, this will be the same one used for SIMS ID Webmail sign in. Click remember my credentials before clicking OK.

9. Open your local Outlook and it should now load the new Profile and connect to the email Server. There may be a delay in emails populating fully due to the back log.

Please do not remove the original Profile as this can still be used to access historical emails by opening Outlook offline. Although you will no longer be able to send or receive from this Profile.