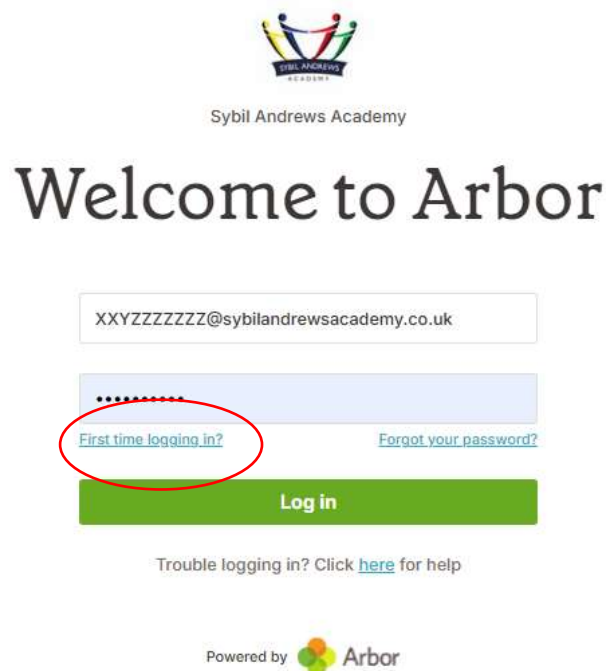
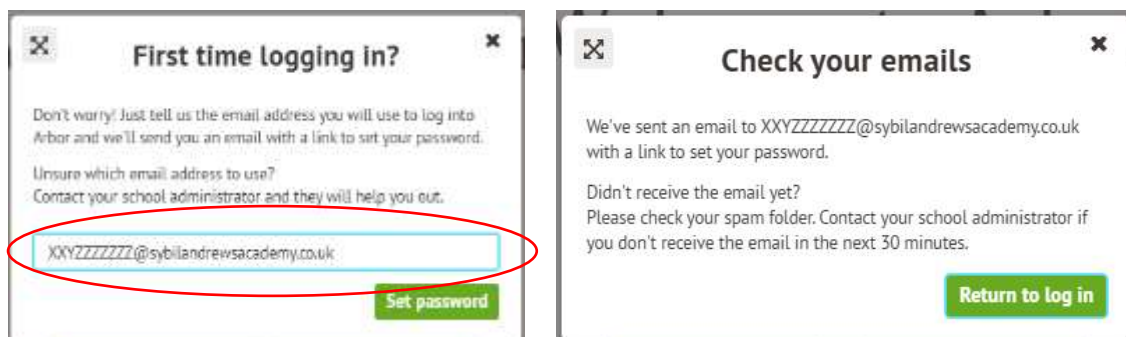


First time logging onto Arbor

- 1) Open smoothwall on iPads or chrome on desktop
- 2) **Firstly log on to your Outlook Email and have your emails open. Your email password is the password you use to log into the computers.**
- 3) Click a new tab + next to the emails and go to arbor using this link – <https://sybil-andrews-academy.uk.arbor.sc/>
- 4) Click on



The image shows the Arbor login interface for Sybil Andrews Academy. At the top is the academy's logo and name. Below is a large heading 'Welcome to Arbor'. There are two input fields: the first contains the email 'XXYZZZZZZ@sybilandrewsacademy.co.uk', and the second is a password field with dots. Below the password field are two links: 'First time logging in?' (circled in red) and 'Forgot your password?'. A green 'Log in' button is below these links. At the bottom, there is a link 'Trouble logging in? Click [here](#) for help' and a 'Powered by Arbor' logo.



The image shows two pop-up windows. The left window is titled 'First time logging in?' and contains instructions: 'Don't worry! Just tell us the email address you will use to log into Arbor and we'll send you an email with a link to set your password. Unsure which email address to use? Contact your school administrator and they will help you out.' Below this is an input field with the email 'XXYZZZZZZ@sybilandrewsacademy.co.uk' (circled in red) and a green 'Set password' button. The right window is titled 'Check your emails' and contains instructions: 'We've sent an email to XXYZZZZZZ@sybilandrewsacademy.co.uk with a link to set your password. Didn't receive the email yet? Please check your spam folder. Contact your school administrator if you don't receive the email in the next 30 minutes.' Below this is a green 'Return to log in' button.

- 5) Go to your email and following the instructions for setting up your password for Arbor.

- 6) Once you have set up your password you can then use the Arbor App on your iPads or the alternatively use smoothwall / chrome.

If you have logged onto Arbor before but you have forgotten your password, just click forgot password and it will send a link to your emails.