

Email and Office 365



You have all been given an Office 365 account which includes Outlook email and One Drive access, including lots of storage space for work, as well as, online access to a range of software applications e.g. MSWord, MSPowerpoint etc.

Use this link <https://outlook.office.com/owa>

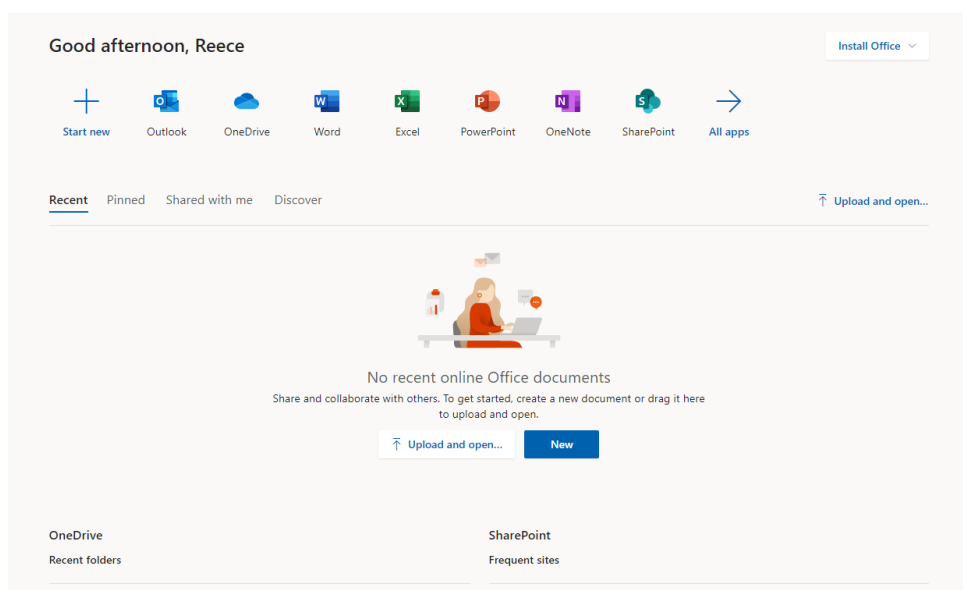
Or on the homepage of the school website click Outlook Email

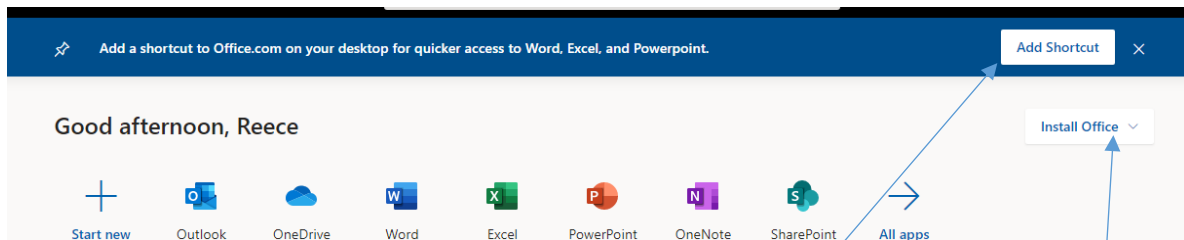


You log in to this with your email address e.g. 18psmith@stmargaretsacademy.com

The email password is the same as your network password and changes automatically if you change your network password; all part of the same system.

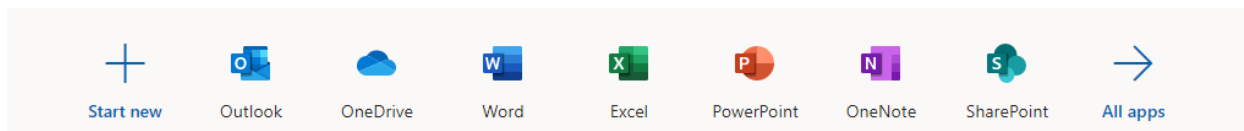
When you log in you will see the welcome screen:-





You can add a shortcut to this on your desktop if you wish

You **can now also** install it as our St Margaret's licence for pupils permits this



The One Drive area allows you to store your documents just in the same way you would use the home drive on the school computer. The advantage of this is it can be accessed from anywhere.

This gives ample storage and means you will never need to use a USB drive for school work.

Please contact the helpdesk itsupport@stmargaretsacademy.com if you need any assistance utilising email or Office 365 for your online work.

Pupils should download One Note and Teams to their desktop computers/laptops or tablets as the desktop versions of these applications will be needed in the Autumn term for learning at home and in school