

Accessing School E-mail

Every pupil has an e-mail account.

The e-mail account format is loginname@st-anthonys-academy.com

For example, Linda Jones in year 7 would be **19LJones@st-anthonys-academy.com**

The password is the normal login password for the pupil.

While it is possible to install Outlook apps to various devices, the most universal way to access this would be through a web browser.

1. Search for 'Office 365 Login'. The first result will nearly always be the one the pupil requires
2. Click through to Office 365 Login
3. Enter e-mail account details
4. Enter normal school password
5. Pupils now have access to e-mail via Outlook as well as online versions of the various Office Apps.