

## How to access your school email account

## How to use your email address to access MSTEams, Word, PowerPoint and other apps

Go to [www.office.com](http://www.office.com)

Click **Sign In**.

Enter your school email address – [username@s-tm.co.uk](mailto:username@s-tm.co.uk) Replace username with the same username you use to log in to the school computers.

Click **Next**.

Enter your password. **This is the same password you use to log on to the school computers.**

Click **Sign in**.

On the next screen select the Outlook App. This will open your email account in another internet browser tab.

You can also select Word, Excel, PowerPoint, Teams and other apps here.

These are all free for you to use with your school email account.

To see these options at any time, click on the 9 dots icon.

