

How to access your school email account.

- Go to www.office.com.
- Click **Sign in**.
- Enter your school email address – ‘username’@s-**tm.co.uk** (Replace ‘username’ with the same username you use to log on to the school computers. **Do NOT include the quotation “ marks.**)
- 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.