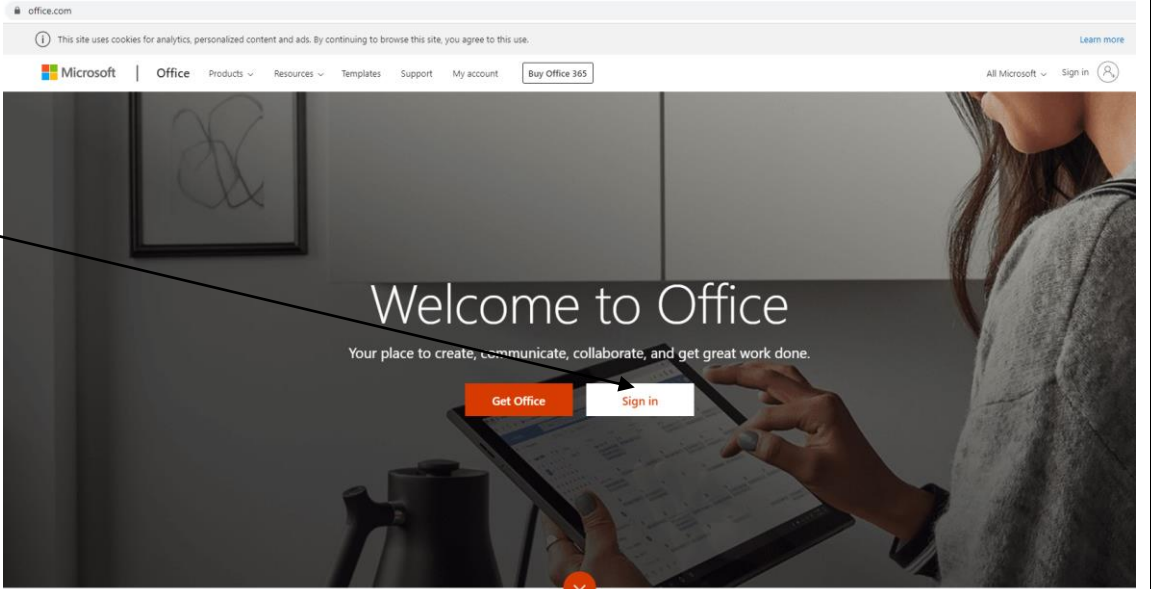
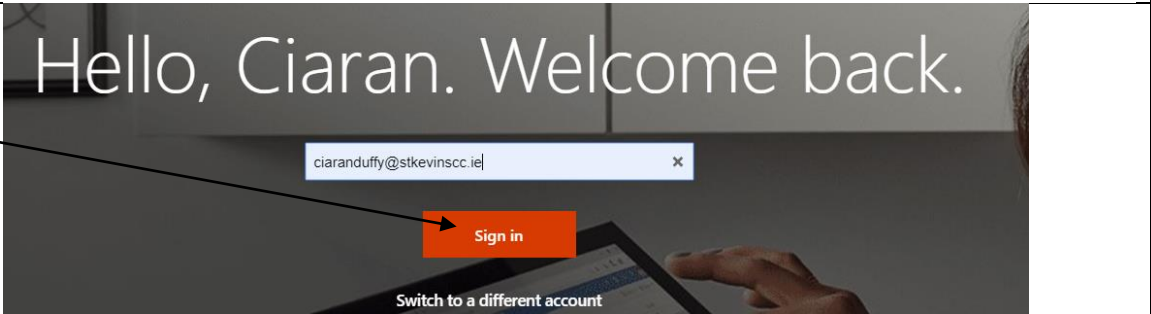
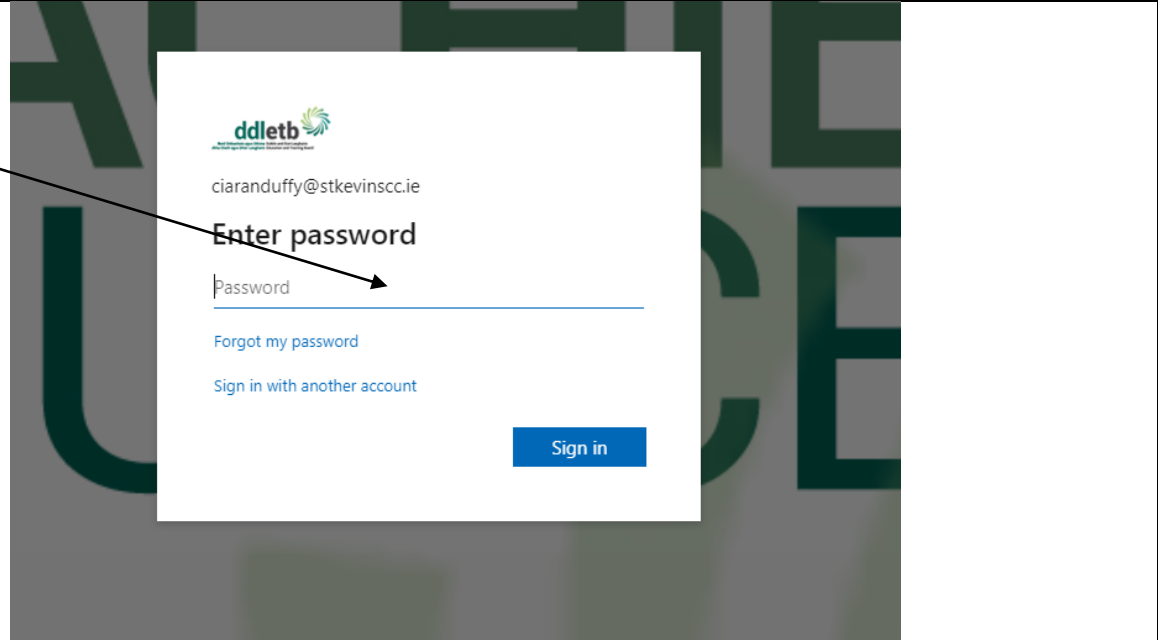


<p>Go to www.office.com</p> <p>Click 'Sign-In'</p>	
<p>Enter your email address (This is in the email or text sent to you). Click 'Sign In'.</p>	

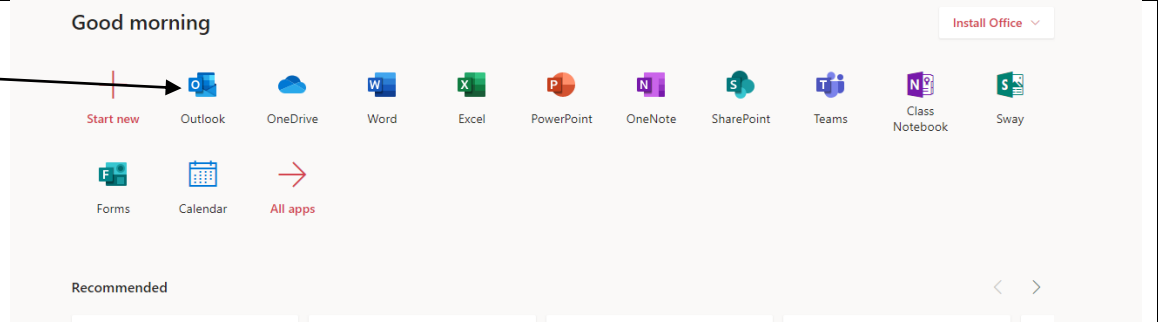
Creating Student Email Accounts – St Kevin’s Community College 2020

Enter your password (This is in the text or email sent to you). Please enter the password EXACTLY as it appears. Be careful entering symbols such as @ or £ - these may be in different places depending on your keyboard. If unsure, open a Word document and enter different options to see what it is.

Click 'Sign In'.

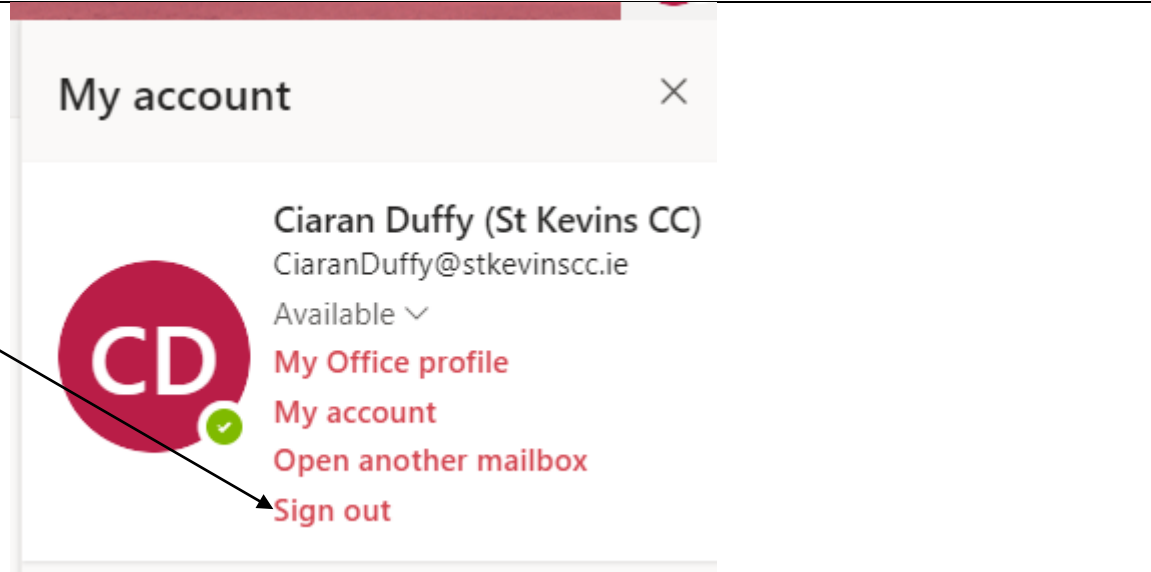


You will get a screen like this. To access your e-mail please click the Outlook App.



Remember to sign out when finished. This is found at the top right of your screen – Your initials will be in a circle like this.



<p>Click 'Sign Out'</p>	 <p>The screenshot shows a 'My account' dropdown menu. At the top is the title 'My account' with a close button (X). Below it is the user's name 'Ciaran Duffy (St Kevins CC)' and email 'CiaranDuffy@stkevinscc.ie'. There is a status indicator 'Available' with a dropdown arrow. Below are four menu items: 'My Office profile', 'My account', 'Open another mailbox', and 'Sign out'. A red arrow points from the text 'Click 'Sign Out'' in the adjacent cell to the 'Sign out' menu item.</p>
<p>Please take a photograph of your password or keep it somewhere safe.</p>	
<p>You can communicate with your teacher if they email you some work. Remember, this is a school email account and everything you type and send can be traced back to you – DO NOT send anything that could be considered inappropriate.</p>	