SMITH'S WOOD
ACADEMY

What This Tutorial Covers:

- **Why should I use my school email?**

- **What are the benefits?**

- **Where can I login to my school email?**
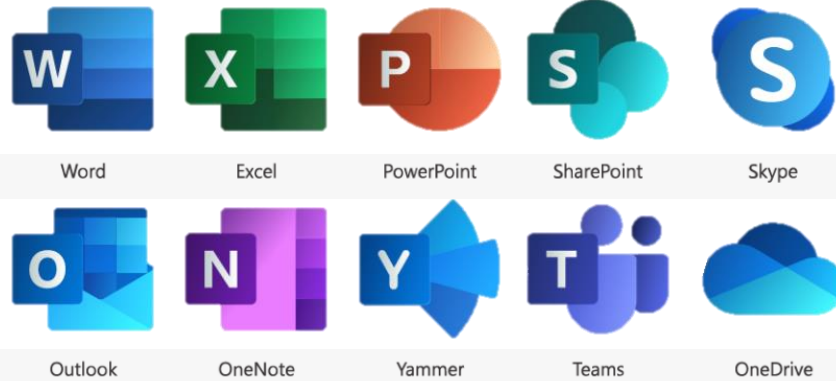
- **How do I login to my school email?**

1 How to Download

2 How to Login to Your Account

3 How to Access All of the Free Resources

4 What Is So Good About Doing This?

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Word, Excel, PowerPoint, SharePoint, Skype, Outlook, OneNote, Yammer, Teams, OneDrive

Using Your School Email Enables so Many Things!
But What Does it Enable…?

It enables you to access many things, such as **ALL** the Microsoft 365 Applications!

Skype and OneDrive are not your normal versions, these versions are designed for businesses to use

The Microsoft 365 Apps Include:

Word, Excel, PowerPoint, SharePoint, Skype, Outlook, OneNote, Yammer, Teams, OneDrive

OneNote has 2 versions, if you have windows 10 you can use the 2nd version
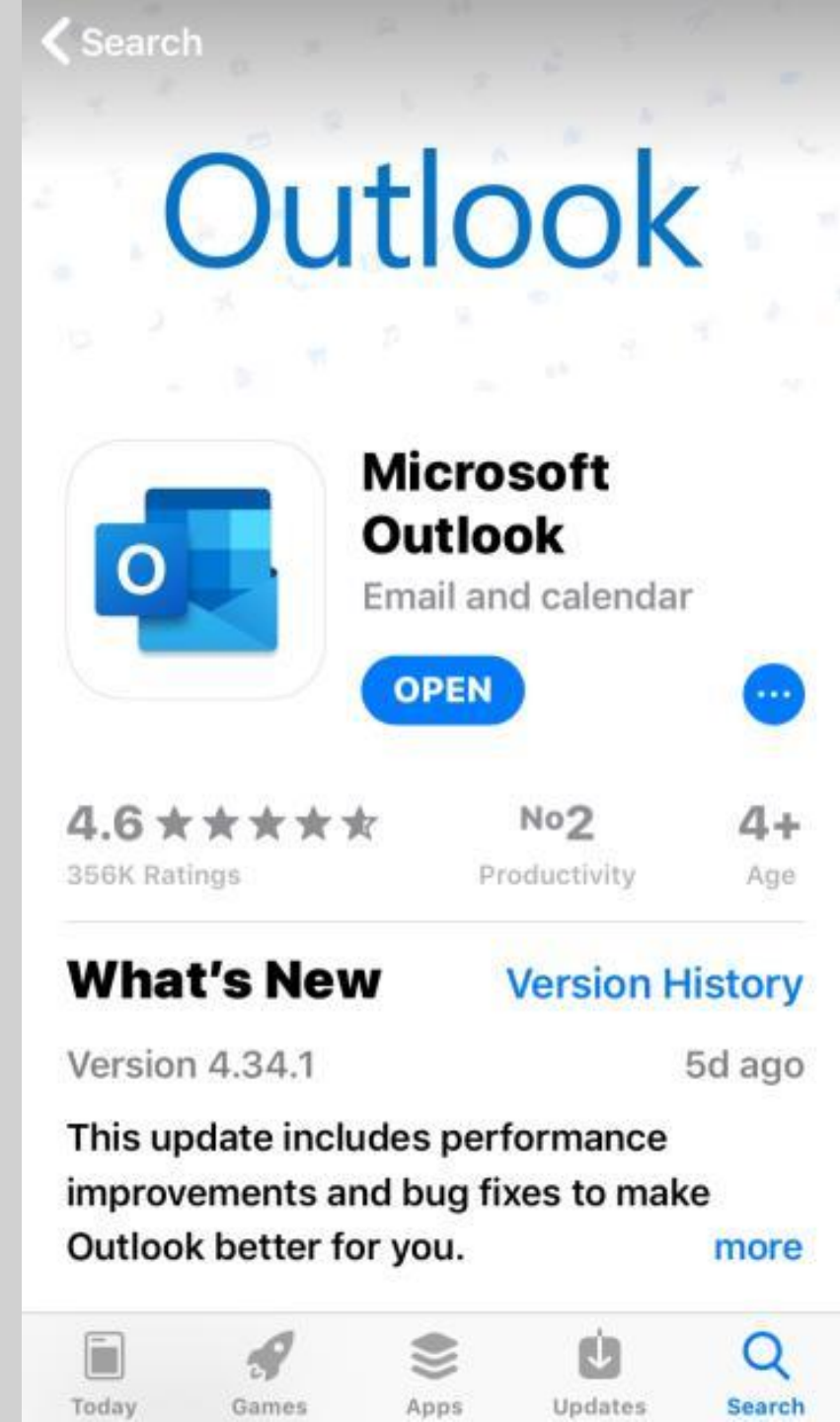
How To Download the Outlook Email App

If you are on mobile, you can easily access this by heading over to the App/Play/Games Store, and search "Outlook" in the store.

It should look like the screen-shot on the right-side of the screen.

If you are on a laptop/Pc you will need to skip this Step and instead head over to https://outlook.live.com/owa/

However…

On some Windows devices, the "Outlook" app is already installed!

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How To Access Your Account
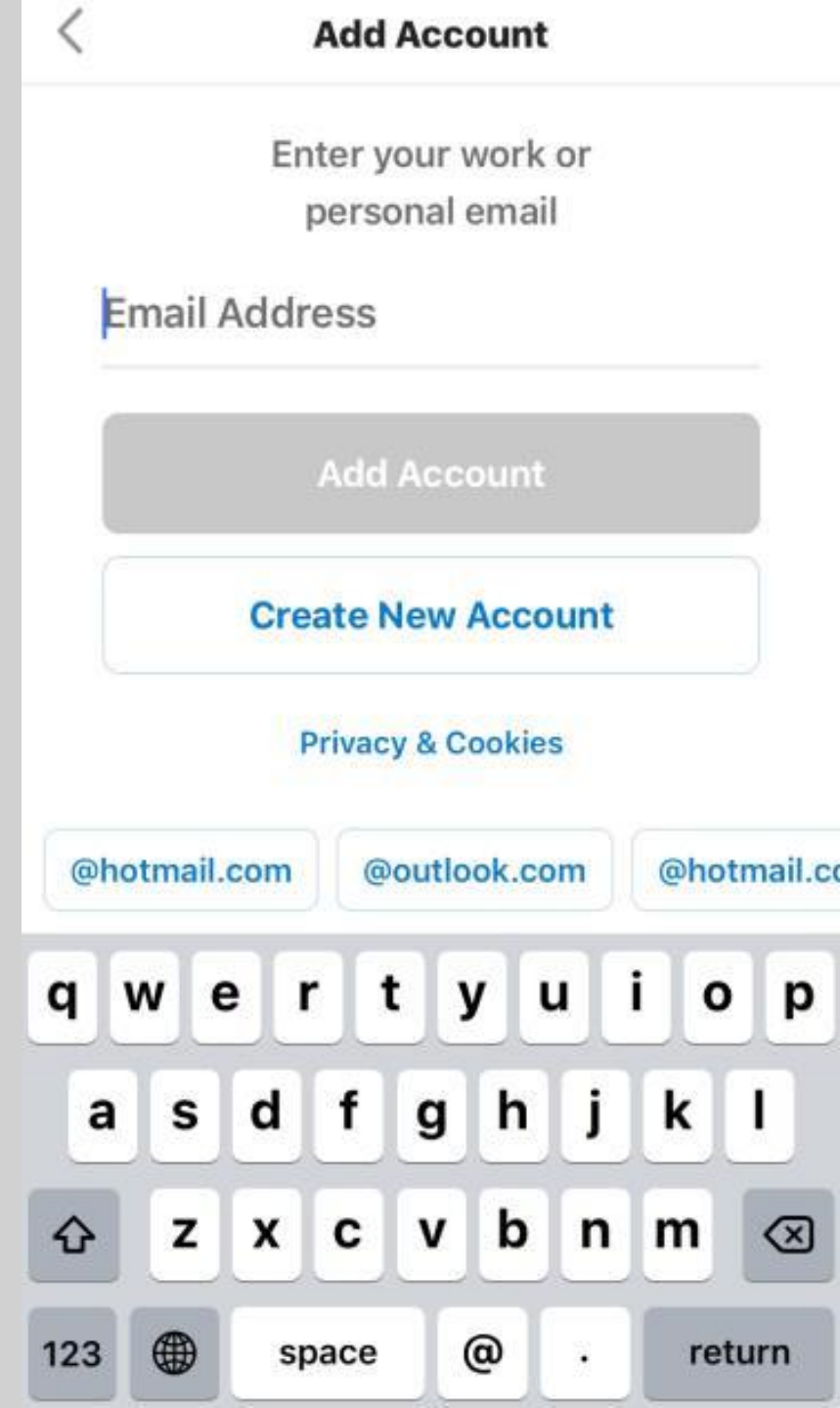
Once you have finished downloading the app, you will need to login. But how? (If on laptop/Pc, press "Sign In" first.)

Follow these simple steps:

1:   You will need to type in the first letter of your surname

2:   Type a full-stop

3:   Then type your last name (If you have a double barrel name, you will still use it.)

4:   finally, type in "@smiths-wood.com"
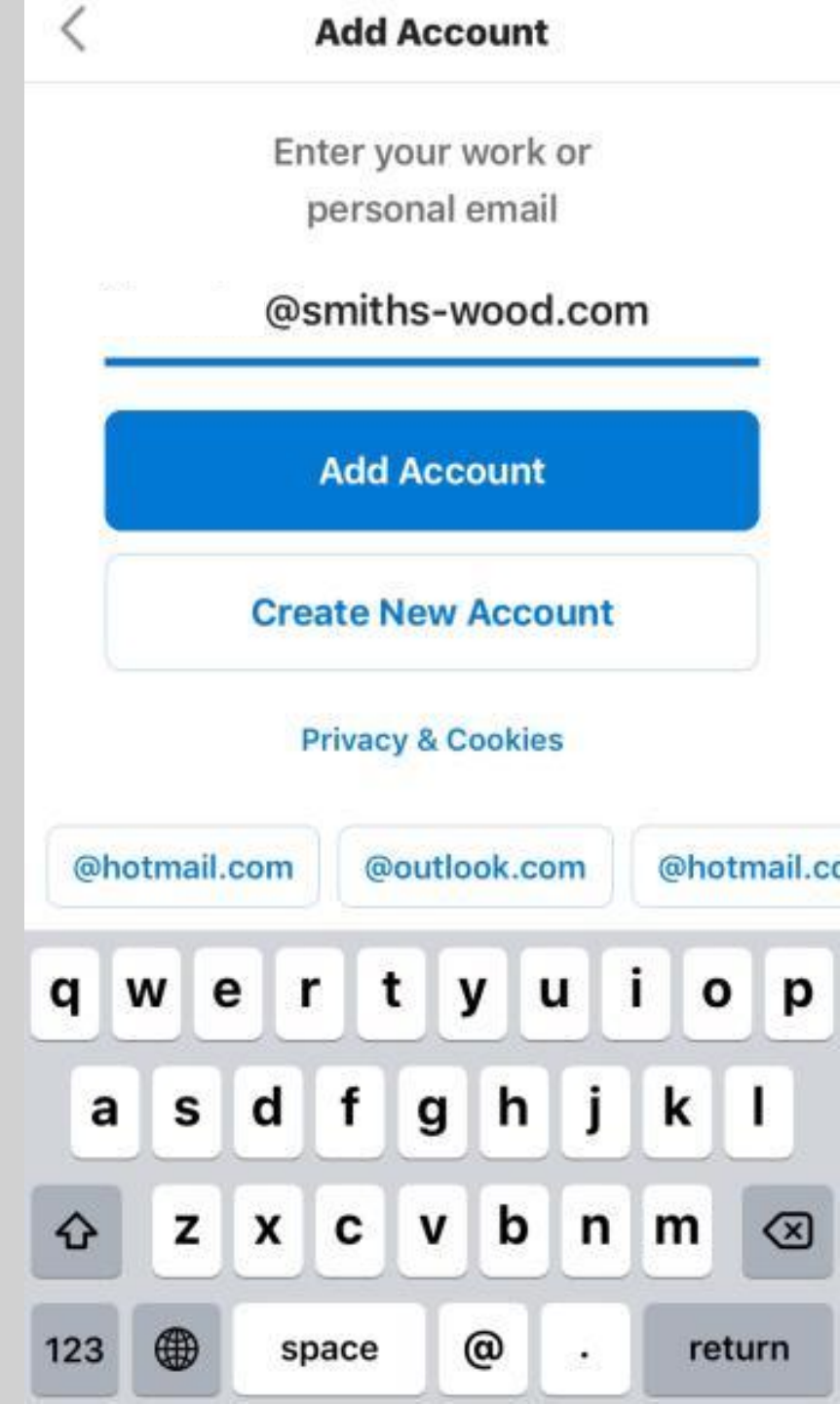
Example: j.example@smiths-wood.com

*(Remember: **No** Spaces And **No** Capital Letters!)*

How To Access Your Account

If you followed the steps correctly, you should now select the "Add Account" button.

How To Access Your Account

If you followed the steps correctly, the display should show Smith's Wood Academy.

You will now be prompted for a password.

If you do not remember your password, contact the school to find out what it is, or have your password reset.

Type in your password and then press "Sign In"

Once you are past this step, you have accessed your school email!

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Microsoft 365 App Downloads

How Do I Download these?

Mobile Users	Laptop/Pc Users
1: Open your profile (your initials in the top-left of your screen). **2:** Open settings (The gear cog in the bottom-left of your screen). **3:** Scroll to the bottom of the list. **4:** Press the very last option ("Microsoft Apps"). **5:** Have a look through the "Available Apps" and download which ever you would like. *(Remember: They are all free)*	**1:** Open your profile (your initials in the top-right of your screen). **2:** Select "My Account". **3:** Press "Install Office" and install it fully. **4:** Open the Office App **5:** Login to your school email again. **6:** Then select "Install Office" (**near** to the top-right of your screen). **7:** 2 more options should display, select "Office 365 Apps" then proceed to download. **8:** Once you have installed all of them, head back over to "Office" then select the arrow saying: "All Apps"