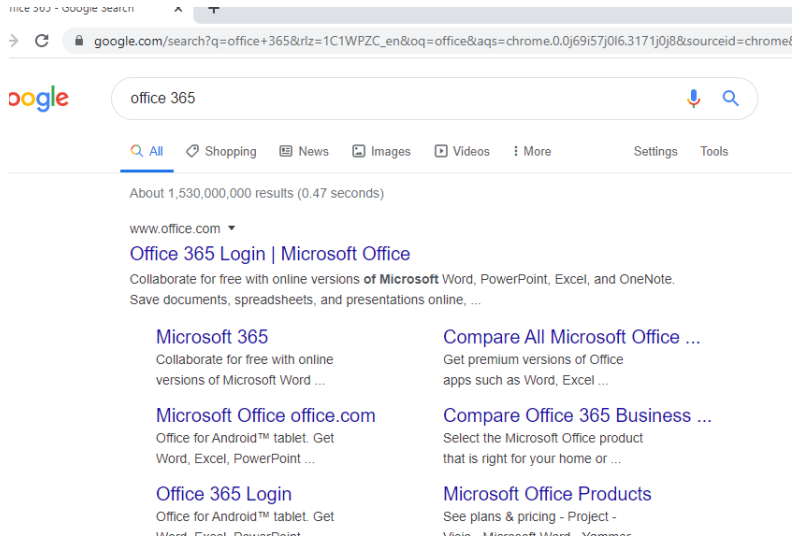


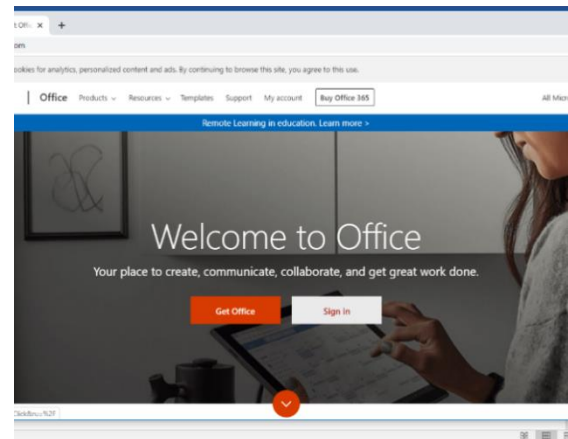
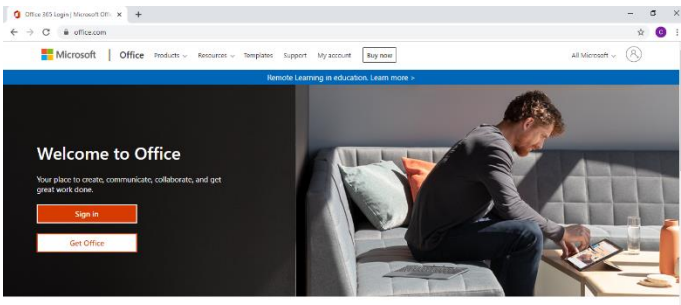
St Thomas More RC Primary School

Accessing Pupil Emails

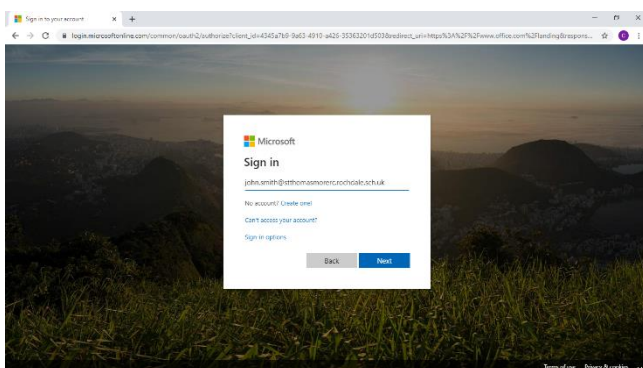
Type Office 365 into Google



From the webpage, click sign in. The page will look like one of these below.



You will then be prompted to put in your email address

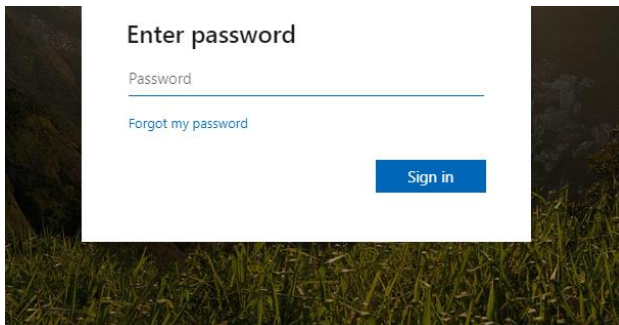


Your email address is:

Firstname.Surname@stthomasmorerc.rochdale.sch.uk

(e.g - John.Smith@stthomasmorerc.rochdale.sch.uk)

Press next and you will be prompted to type in your password and press Sign in.

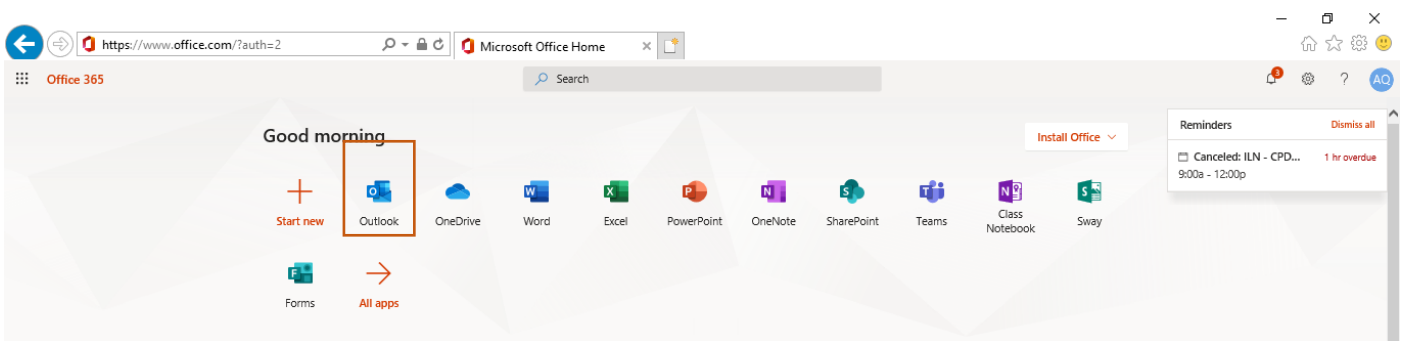


We have sent a text to give you the password



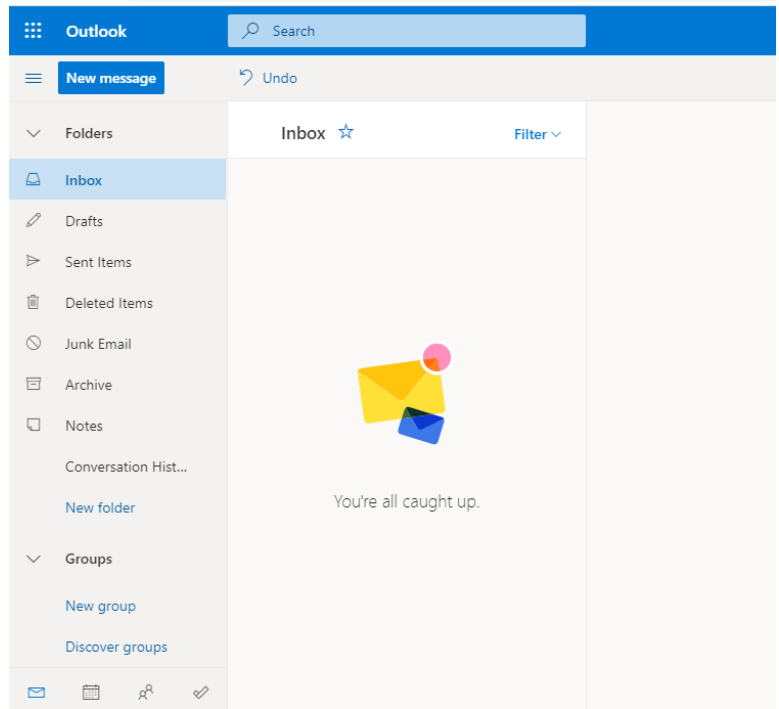
You will then see this page - ask your parents if they want you to stay signed in or not

You will then see a page like this. Click on Outlook.

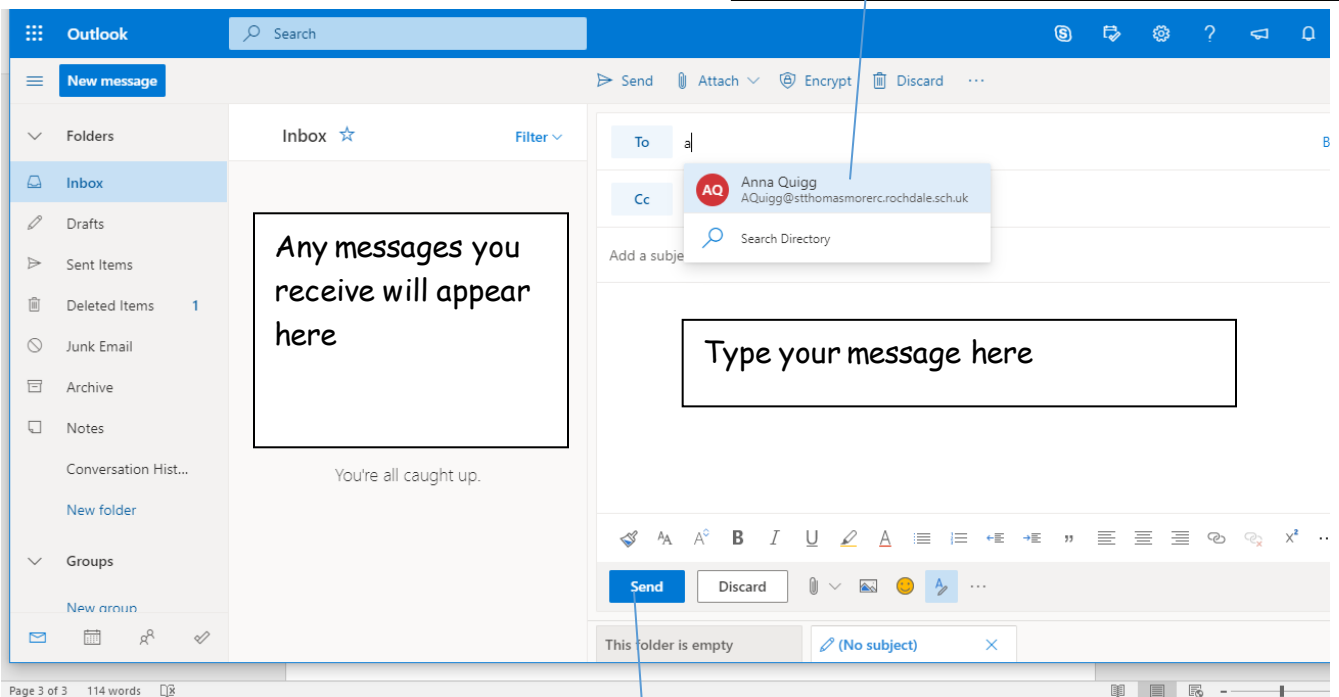


You should then be able to access your emails

Click here to write a new message



Start to type the name of your friend or teacher here then click when their name comes up. You can only send to people in our school



Any messages you receive will appear here

Type your message here

Press send here