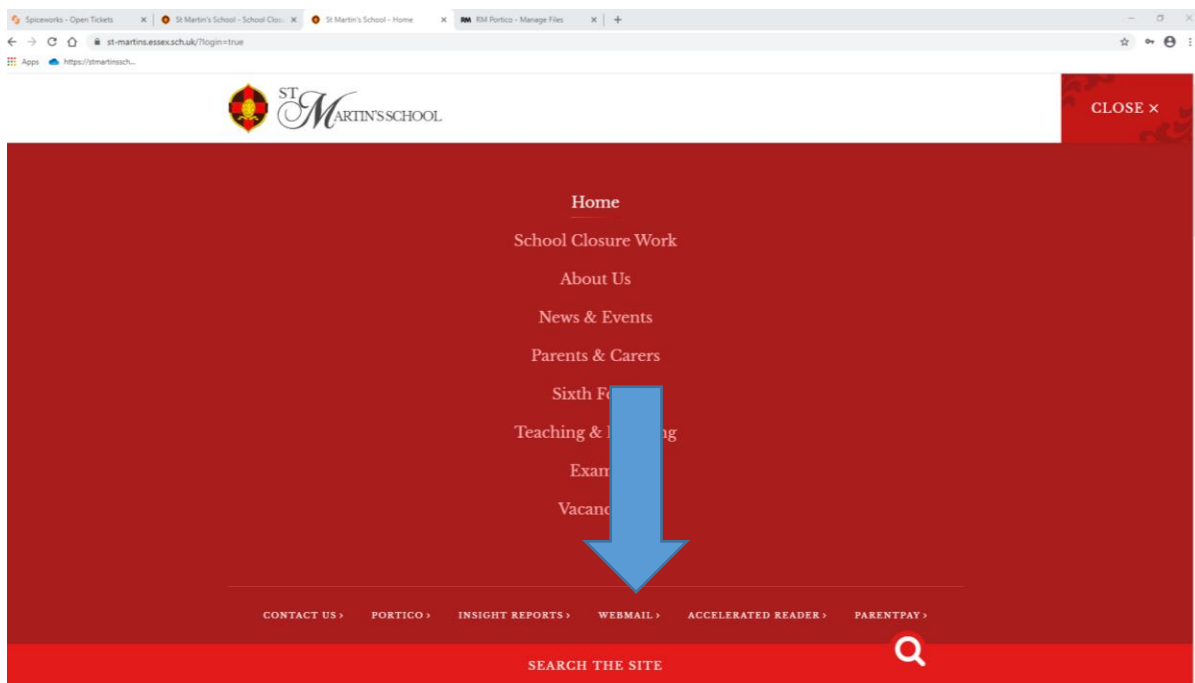


# Accessing Webmail and Office 365 Software

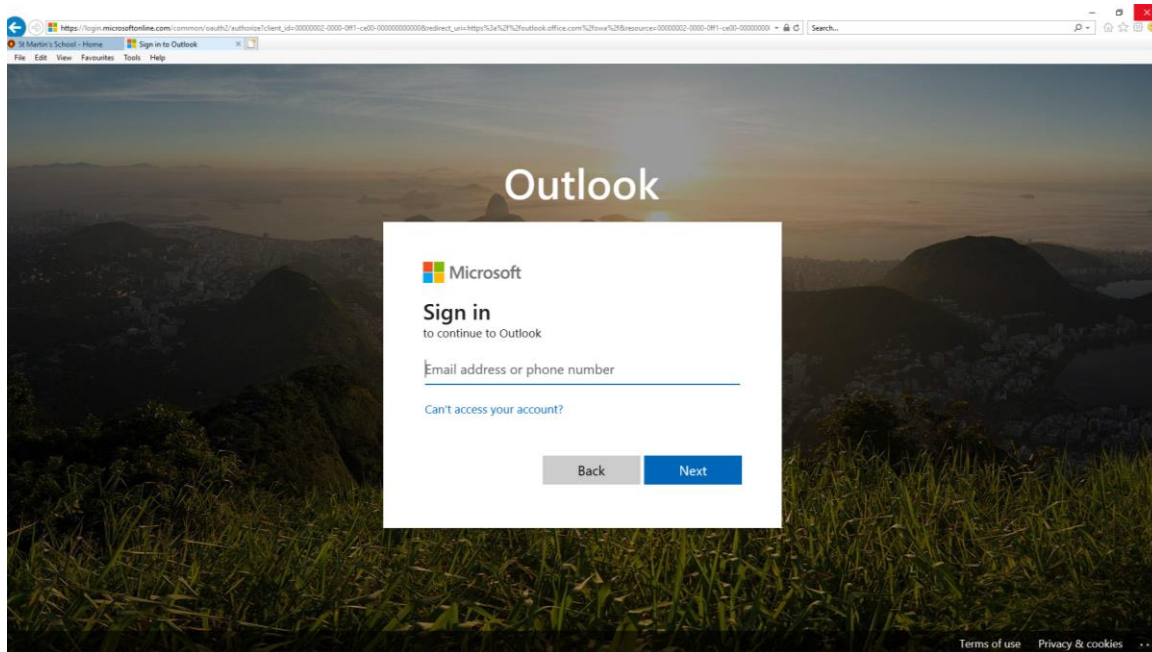
## Accessing Webmail

Go to <https://www.st-martins.essex.sch.uk/>

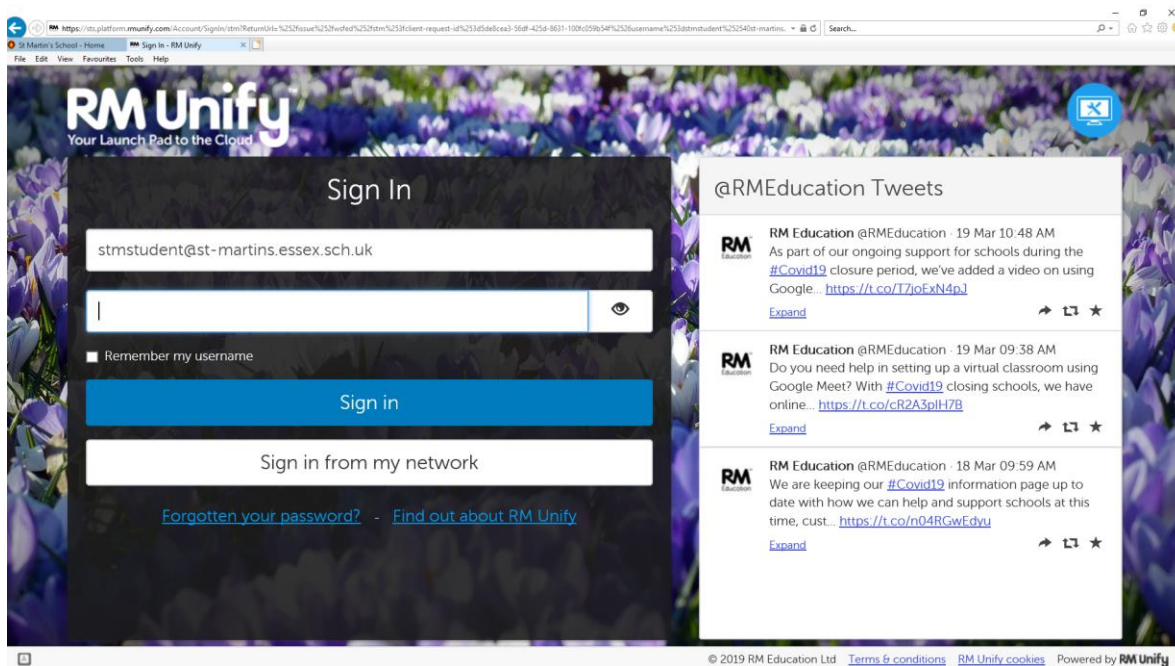
## Select Menu



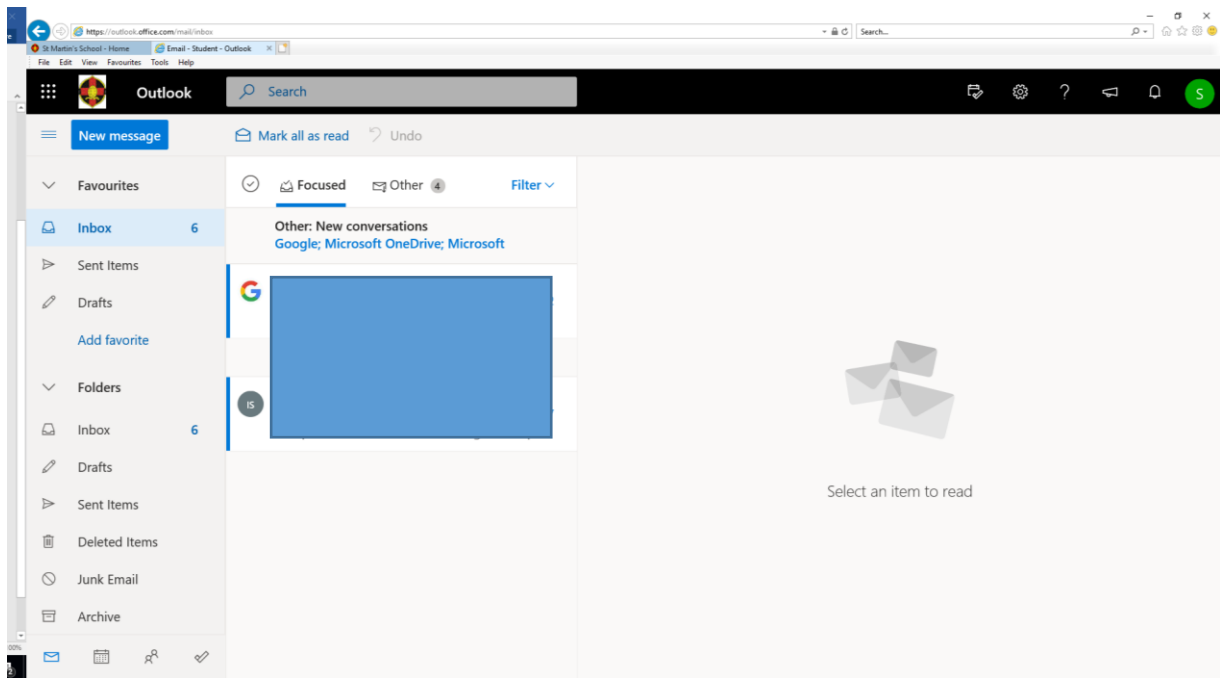
## Select Webmail



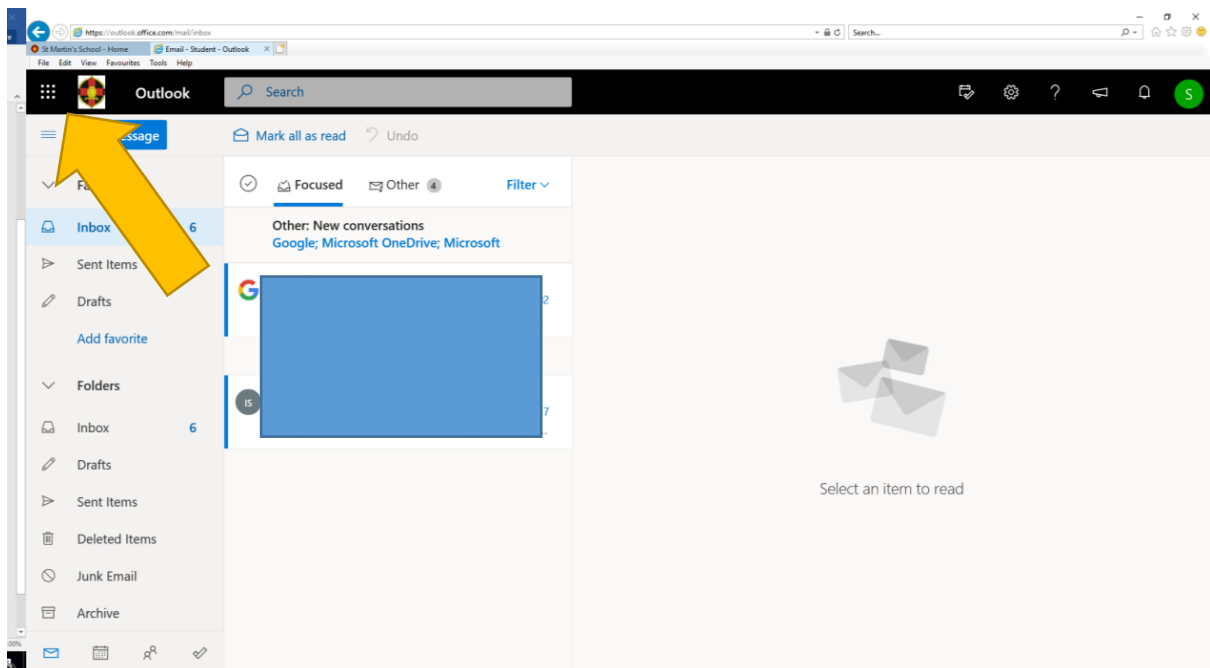
Enter your email address. This is your school computer user ID with @st-martins.essex.sch.uk after it (xxxx@st-martins.essex.sch.uk)



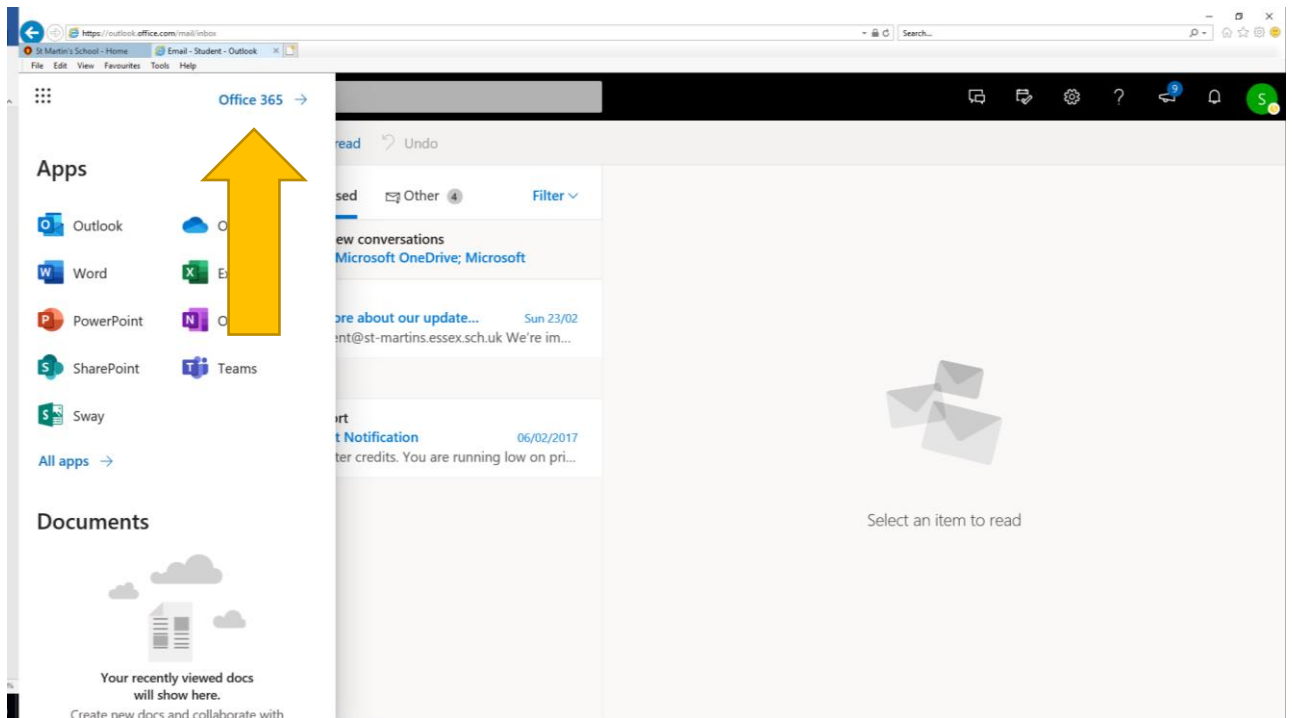
Enter your password. This is the same as the password you use for the computers in school.



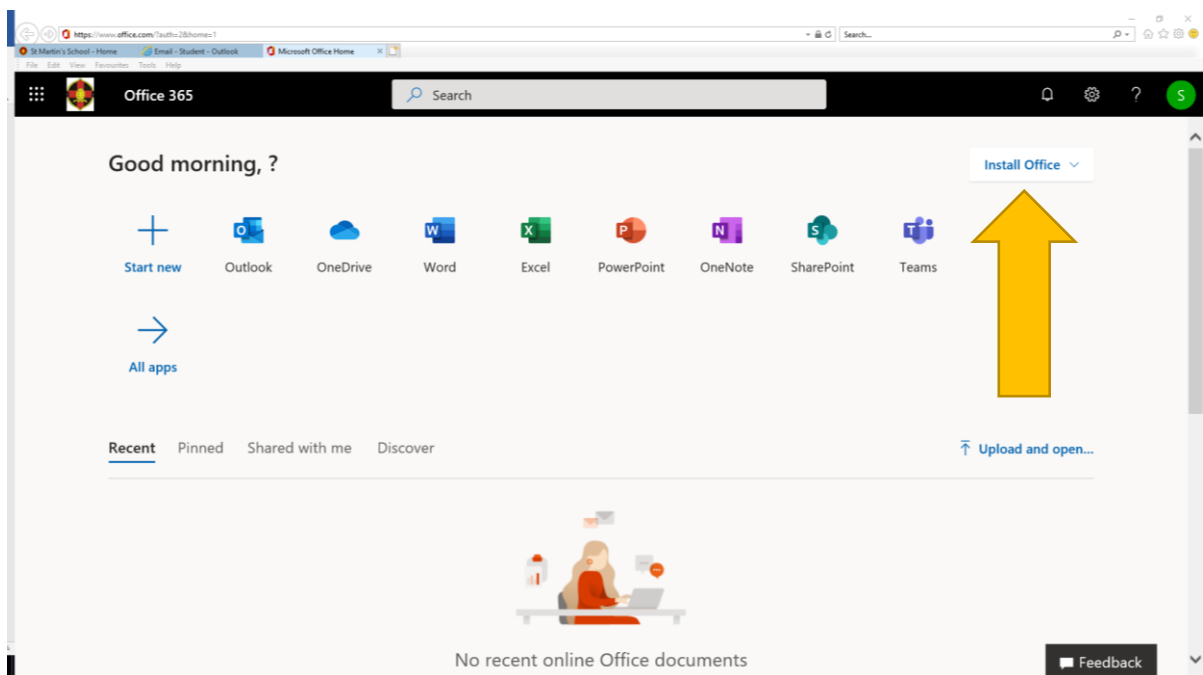
## Accessing and Installing Office 365 software

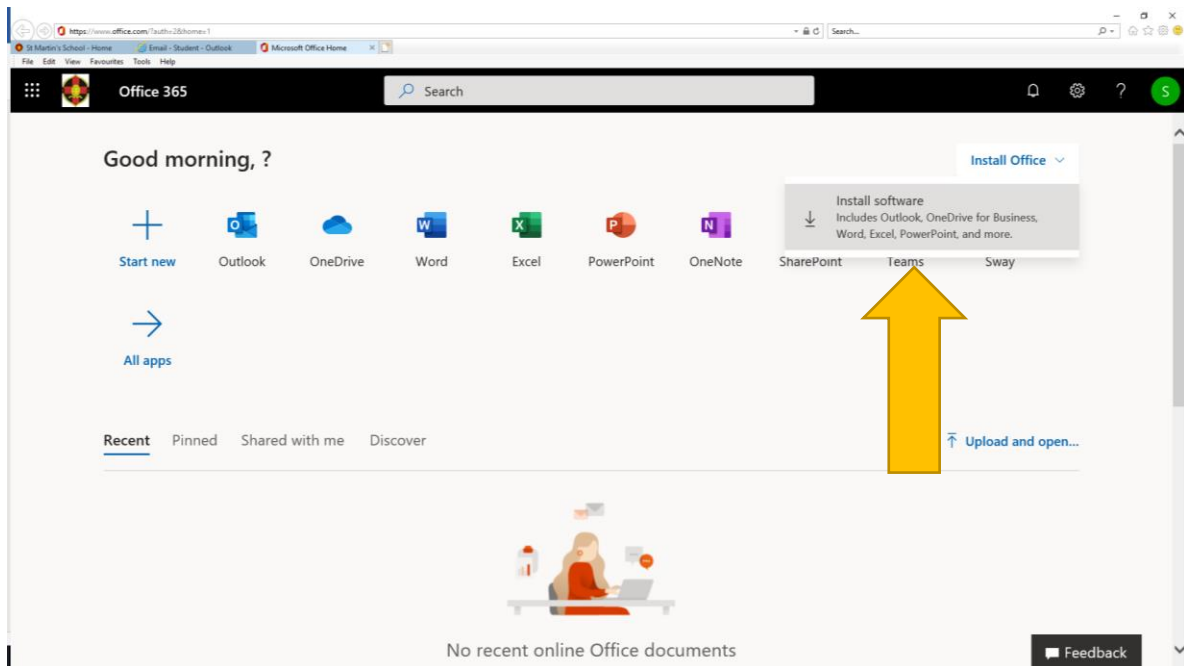


Click the 9 dots



Select Office 365





Select Install software

Follow the instructions on the screen

You will be asked to authenticate your install. You need to use your school email address and school computer password to do this.