

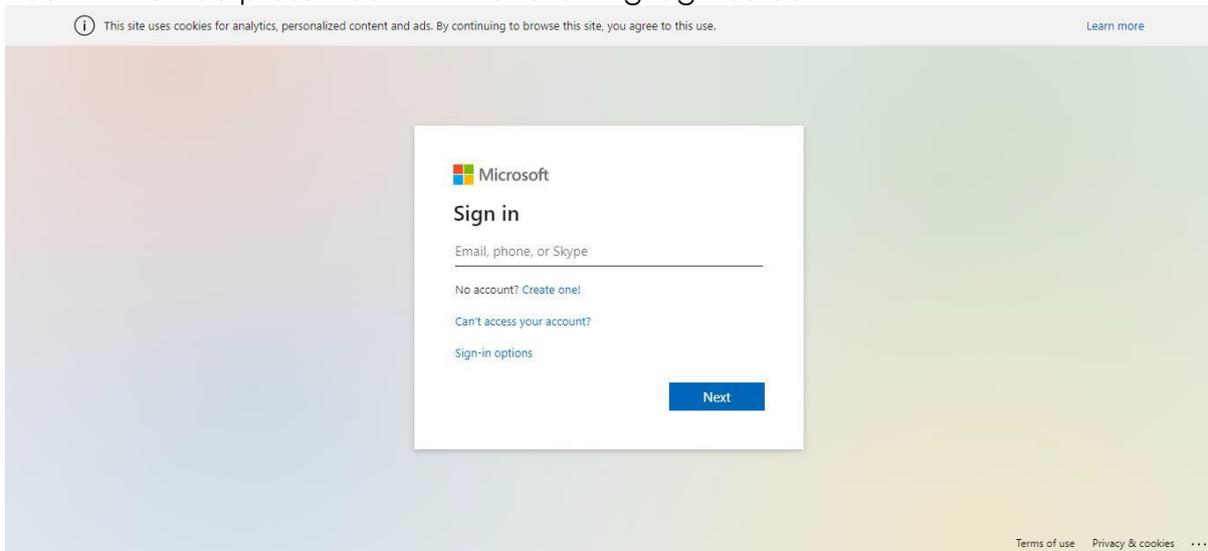
Student Emails

Overview/How to Access

Office 365 is the online Microsoft environment where staff and students can access emails, OneDrive, SharePoint and more, as well as allowing you to use online versions of Word, Excel and PowerPoint.

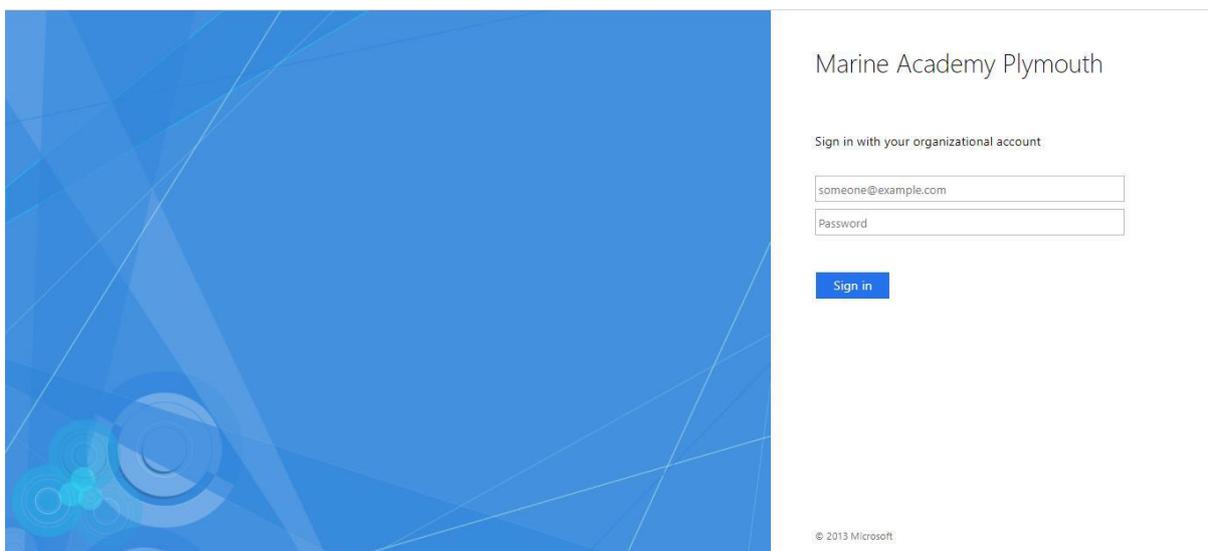
To access your emails online using any browser (e.g. Chrome, Edge, Safari or Firefox) please go to <https://login.microsoftonline.com>

You will then be presented with the following login screen:



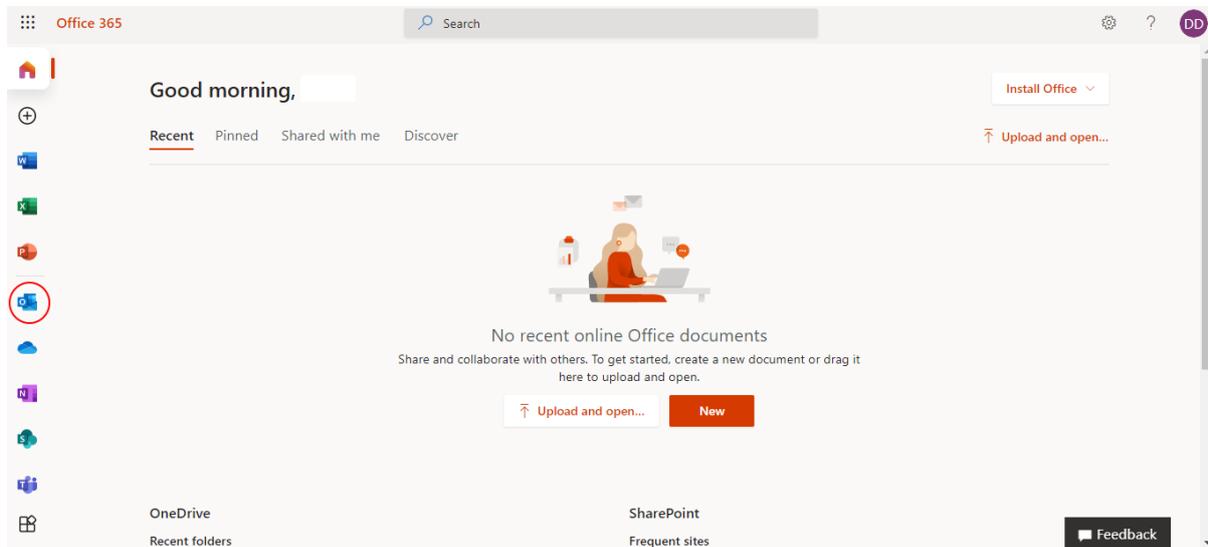
Type in your email address, which should be your **username@marineacademy.org.uk** (e.g. **Marcus.Libel22@marineacademy.org.uk**) and click **Next**.

This will confirm you are access Marine Academy's online environment and bring up the following login box:



Type in your **email address** again and put in your **password**. This will be the same password you use to log on to the Windows PC's around the school (e.g. in BE1, BE2, BE3 and BE4).

This will log you in and take you to the Office 365 home page:



You can see the icons for the online programs available on the left-hand side. **Outlook** is the program circled and is where you access your emails.