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 got to https://login.microsoftonline.com

You will then be presented with the following login screen:

() This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use.	Learn more	
Microsoft Sign in Email, phone, or Skype No account? Create one! Cart access your account? Sign-in options	Terms of us: Privacy & cookies	

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:

Marine Academy Plymouth
Sign in with your organizational account
someone@example.com
Password
Sign in
© 2013 Microsoft

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.