# How to access school emails?
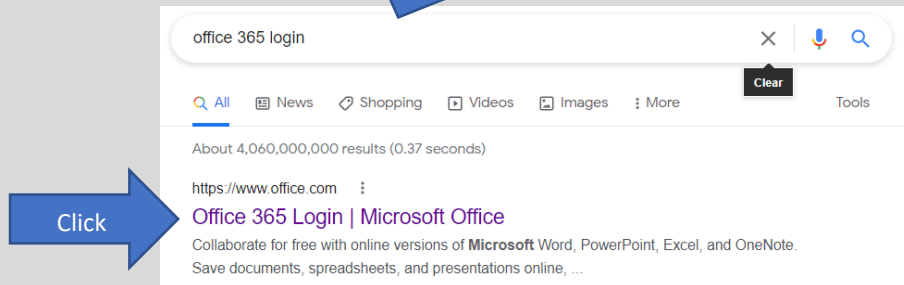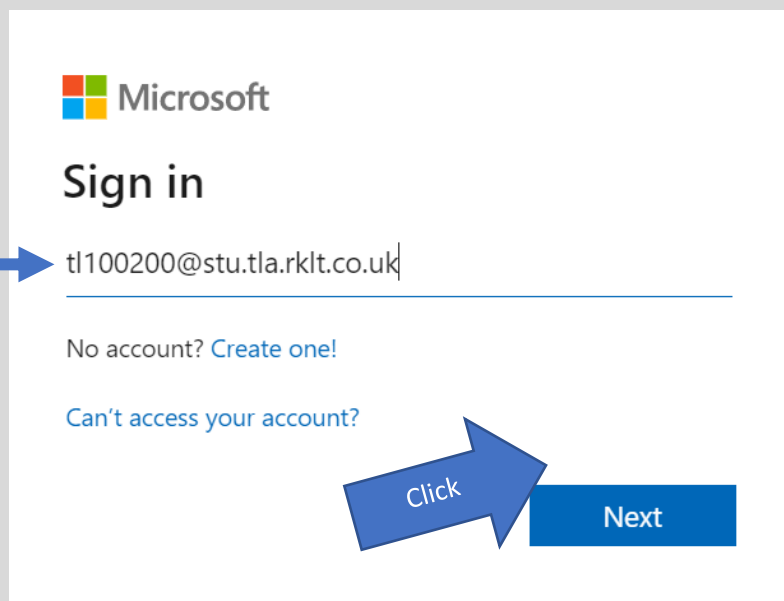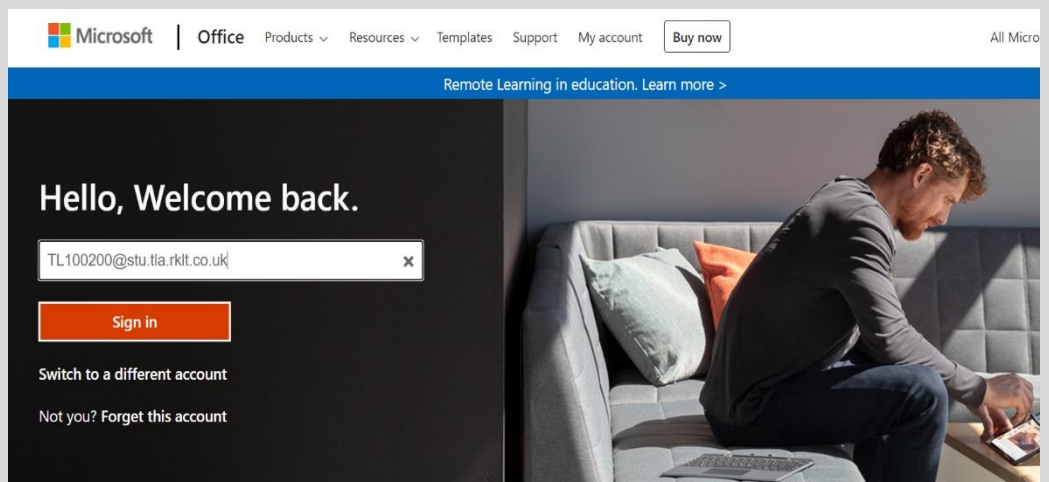
Type 'office 365 login into google (chrome if possible)

Click
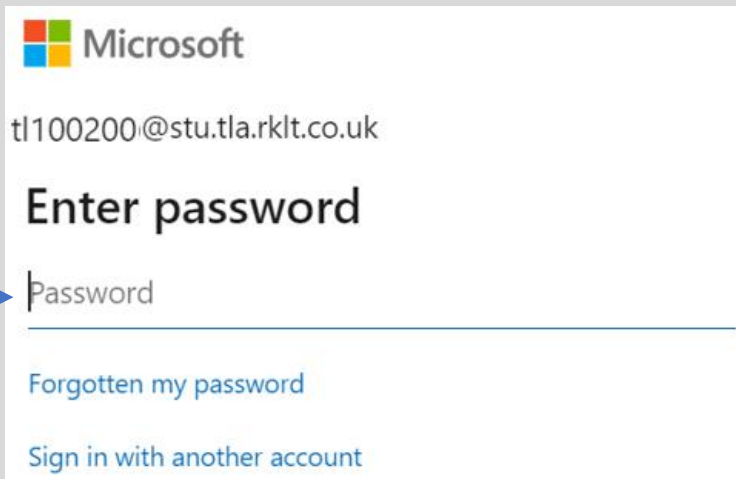
Type in your school email address (should be stuck in your planners)

It is your computer username followed by-
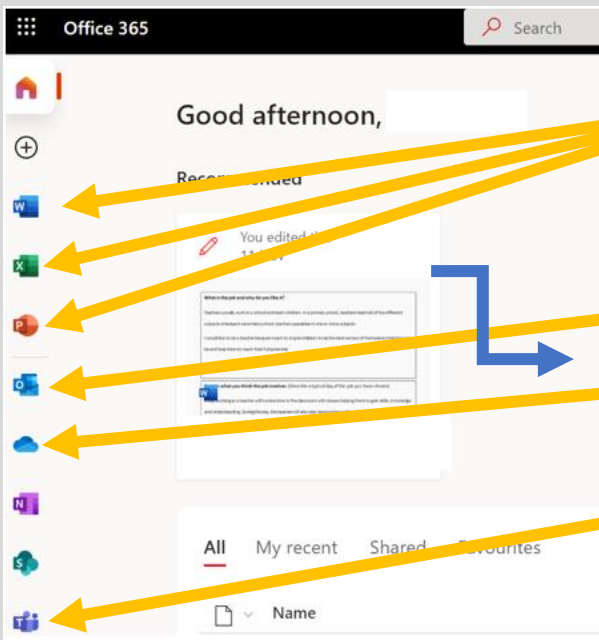**@stu.tla rklt.co.uk**

Click

**Microsoft**

tl100200@stu.tla.rklt.co.uk

# Enter password

Password

Forgotten my password

Sign in with another account

Enter password-
This is the same
password that you
use to access
school computers.

Sign in    Click

Office 365    Search

Good afternoon,

Recommended

You edited
11

All    My recent    Shared    Favourites

Name

- Students can access
  Microsoft Word,
  PowerPoint and Excel as
  online versions when
  working at home.
- Outlook to access school
  emails
- OneDrive to access school
  their school files and
  folders.
- TEAMS to access class
  resources

Office 365

Add a shortcut to Office

Good afternoon,

If the widgets don't
come up on your
browsers, you can press
the 9 dots in the corner
for the same options.

Office    Search

office.com on your desktop for quicker access

**Apps**

Outlook    OneDrive

Word    Excel

PowerPoint    OneNote

SharePoint    Teams

Sway

All apps →