Student access to St Attracta’s Office 365
- Open Google on any device using Google Chrome or Edge
- Search ‘Office 365 login’
- Login using your school email address and password
- Use Outlook app to email work to your teacher
- All teachers’ email addresses are on the system
  e.g. sgillespie@stattractas.ie

Accessing Office 365 for the first time
- Check email address with your classmates – format will be the same with your name
- Default password is either Student1 or Password1
- Set language & time
- Outlook is your new school email account – for school business ONLY

Forgotten password
Follow steps to contact admin and rest password
- Click ‘forgot password’
- Enter email address
- Type in captcha (letters & numbers)
- Click ‘next’
- Click ‘contact admin’
- Admin will reset password to Student1 but cannot contact you
- Keep checking back with your new password Student1

Download Email App on your phone
- Download Outlook App on to your phone for easy access to your emails
  - In your App Store search for Microsoft Outlook and install
  - Turn on ‘notifications’

Teachers may also use Microsoft Teams App & Notebook App in Office 365
(always open with Google Chrome or Edge – NOT Internet Explorer)

School Books
Many textbooks are EBooks – available online
- Scratch off code on inside cover of book
- Take photo of inside cover so you have a record of code and access to Ebook

Past Exam Papers
- www.examinations.ie All past exam papers & exam material archive

EMAIL PROBLEMS
If you are experiencing issues accessing your email, contact your classmates and they can update you with any work given and send on work from your teachers

EVERY STUDENT MUST ENSURE THEY CAN ACCESS OFFICE 365 AT HOME