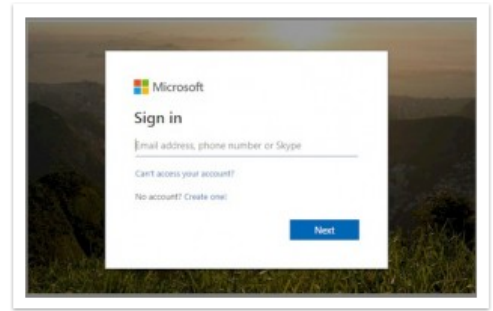
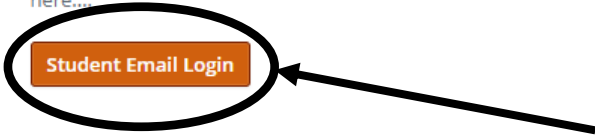


# Setting up your Student Office emails system

## NEW! Student Email Login.

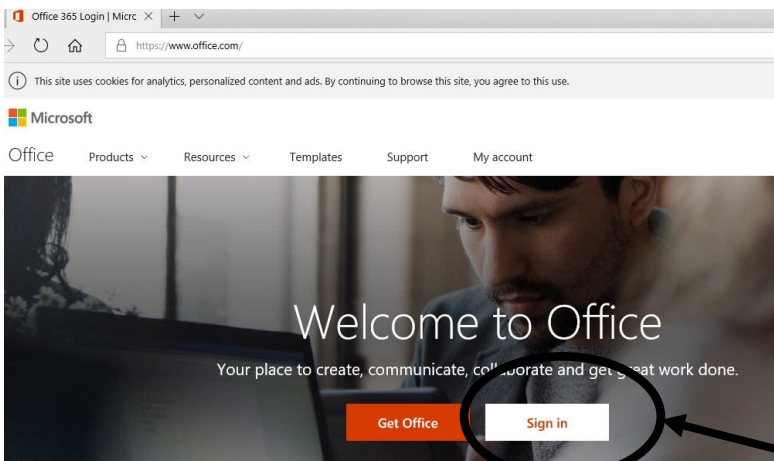
You can use the information provided to access your student email account here...



### STEP 1

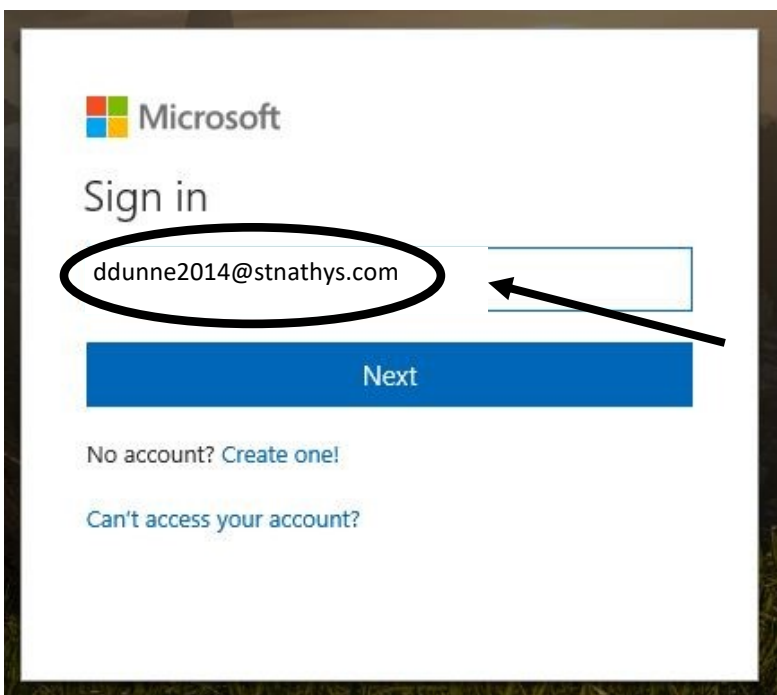
Go to the school website and click on the link student email login

This will direct you to the new website [www.office.com](https://www.office.com)



### STEP 2

Click on Sign in

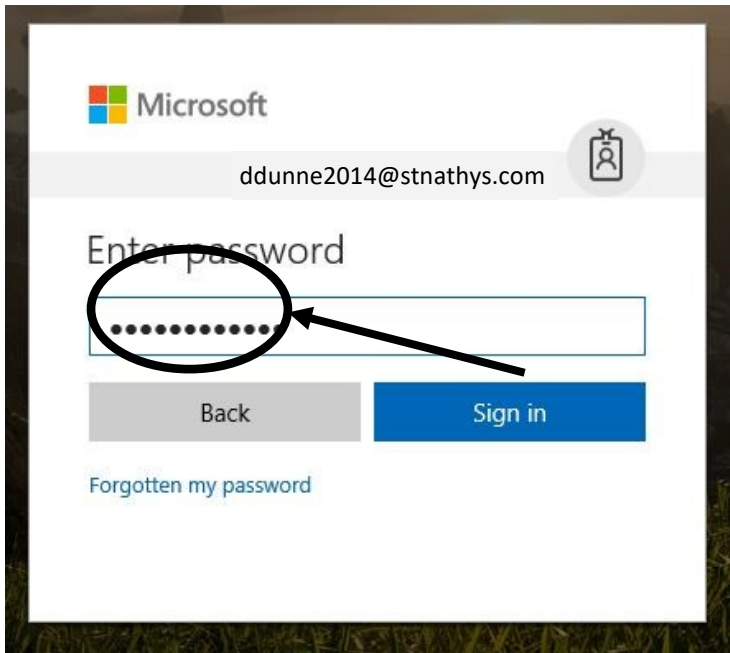


### STEP 3

Enter your email address,

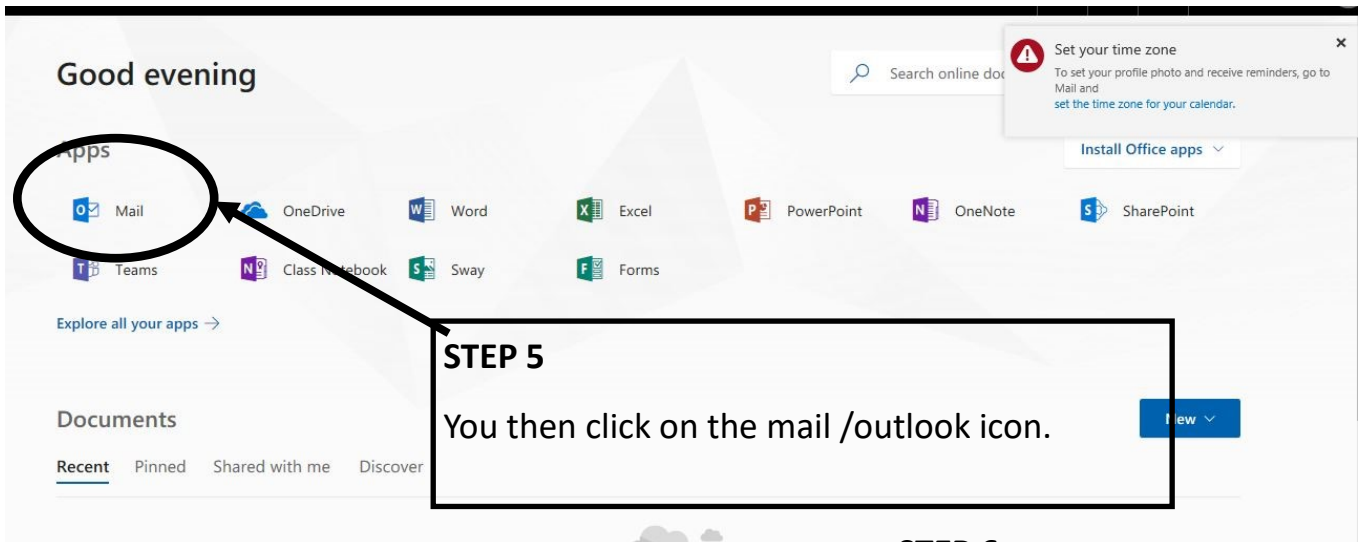
It is the same as the log on you set up for the school PC's—your first initial, your surname and the year you joined the school.

EG: [ddunne2014@stnathys.com](mailto:ddunne2014@stnathys.com)



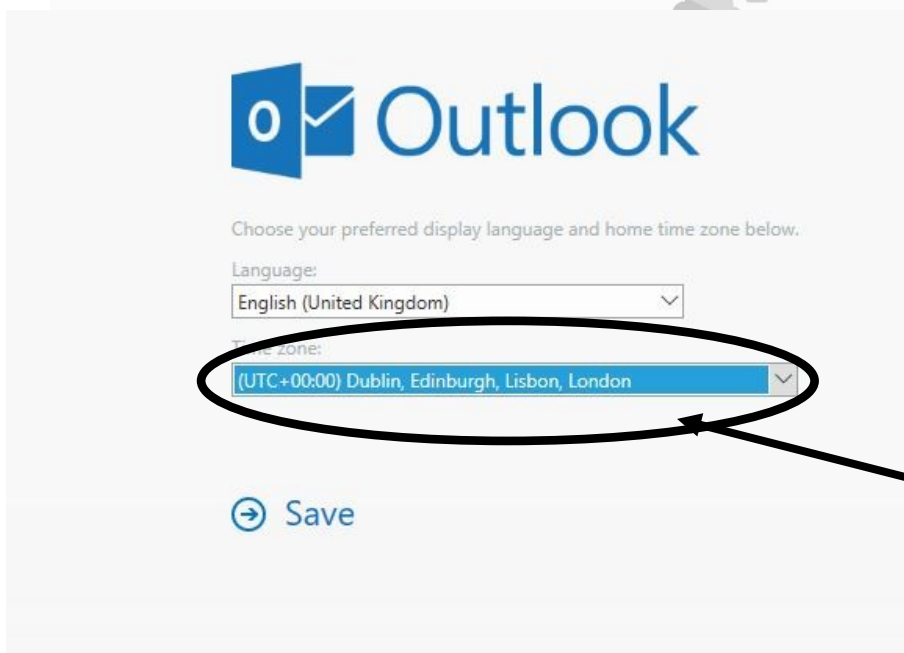
#### STEP 4

The password is the same as your password for your PC log in that was set up when you were in first year.



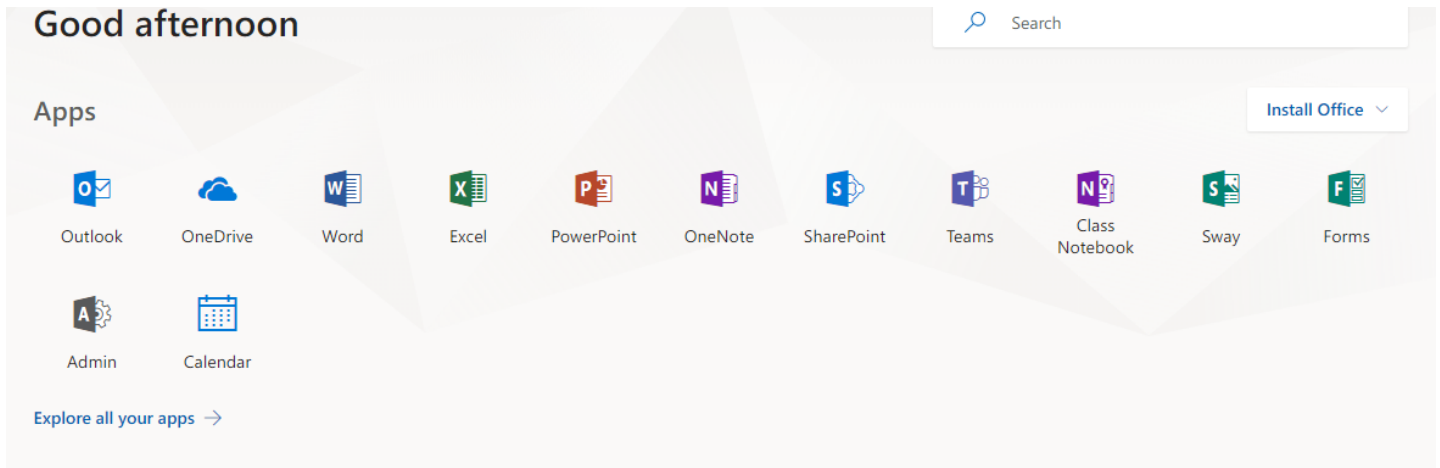
#### STEP 5

You then click on the mail /outlook icon.

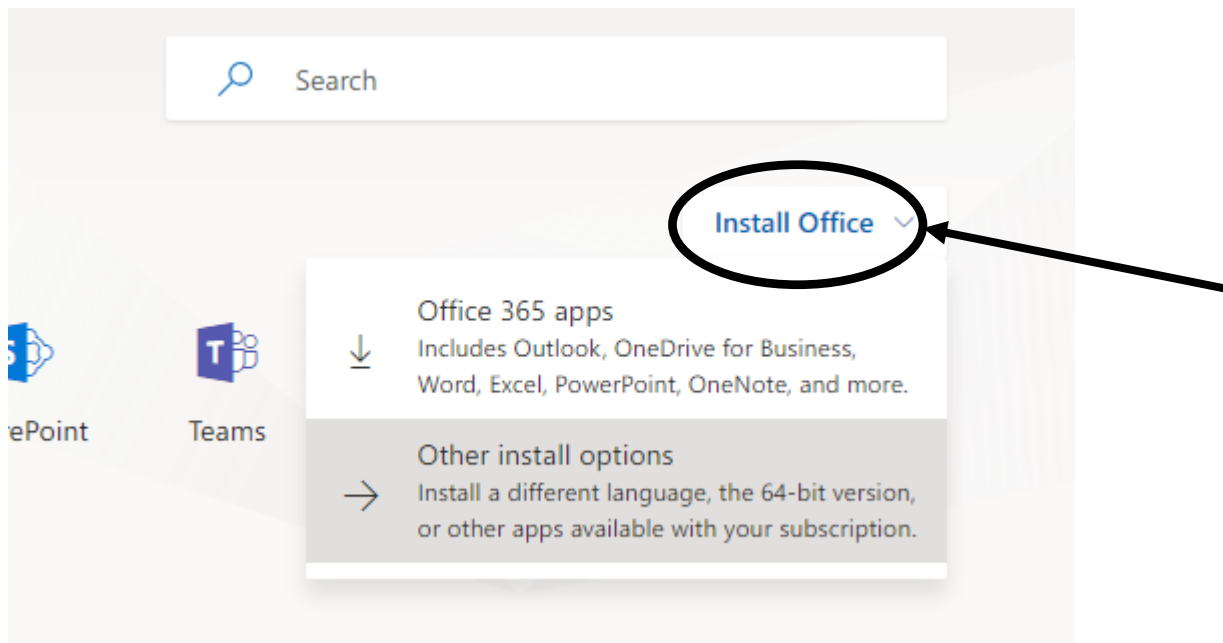


#### STEP 6

You must set the time zone. This is **VERY** important. Click on the drop down arrow and select (UTC+00.00) Dublin, Edinburgh,Lisbon,London You are then set up and ready to use your new email.



You have full use of all of the following apps, word, excel etc online.



You can click on the Install office Icon and select the other install options which will allow you to install the full version of word, excel and powerpoint etc onto your home PC/Laptop.