



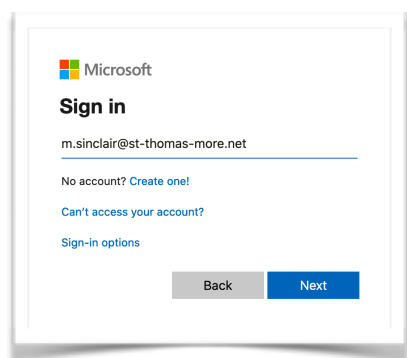
St Thomas More

**STM OFFICE
365 LOGIN**

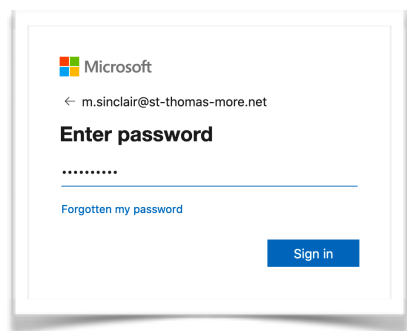
St Thomas More will be moving to a hosted emails service (Office 365) this document is designed to help you login to your emails after the migration.

How to access your emails via a browser once the migration to hosted Exchange has completed.

1. Please open a browser on your PC / laptop or tablet.
2. Enter <https://portal.office.com>
3. Please enter your St Thomas More email address this will be in the format of (Staff) staffnumber@st-thomas-more.net and (Student) student.a19@st-thomas-more.net click **Next**.



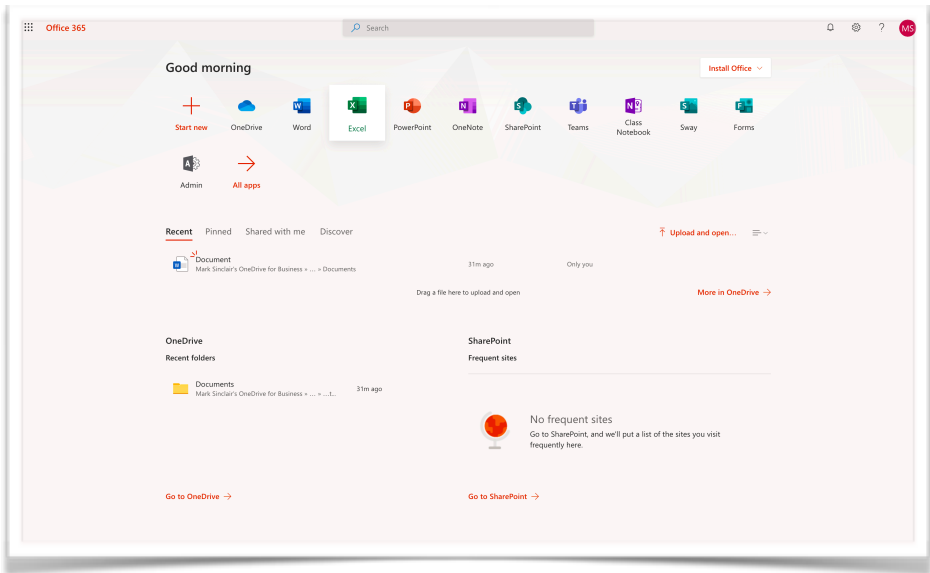
4. On the next screen please enter your St Thomas More login password and click **Sign in**. (This is the same password you would use to login to the PC's at the school)



5. On the next screen you have the option to stay signed in. We do not recommend you do this on a public PC but on a schools teaching PC this will be ok. Tick the box (Don't show this again) and click **Yes**.



6. Once you have done this you will be logged in to theOffice 365 service. Any applications you have access to will be displayed on this page.

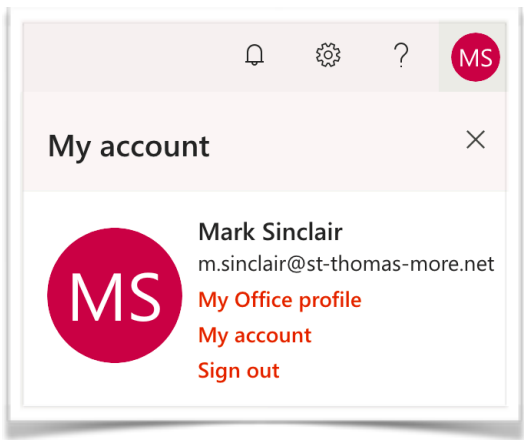


7. Once you have finished using the Office 365 applications you will



need to log out of your session. To do this please click the icon in the top right corner with your initials.

8. Click **Sign out** to close your session.



Browser recommendations

We recommend you use one of the following browsers when using the St Thomas More hosted email Exchange service.

Microsoft Edge

<https://www.microsoft.com/en-us/edge>

Firefox

<https://www.mozilla.org/en-GB/firefox/new/>

Google Chrome

<https://www.google.co.uk/chrome/>