

How to get into your School Email & Teams in 6 Steps

1

On the school website click on the link to **Office 365**

2

Sign in
to continue to Outlook

username@carringtonschool.org

Can't access your account?

Sign in with a security key (?)

Back Next

Enter your school email address here
As an example, Joe Blogs in Year 7 will be [21jblo@carringtonschool.org](#)
Then click on **NEXT**

On the next screen enter your school password and click to **SIGN IN**

3

Outlook

New Message Delete Archive

Favourites

Inbox

Clutter

Sent Items

Drafts

Yesterday

Sally Harper

You are now in your school email account.
Click here on these dots to go to your **Office365** account.

4

Office 365

Apps

Outlook OneDrive

Word Excel

PowerPoint OneNote

Teams Class Notebook

Sway Forms

Here you can select **Word, Excel** or **Powerpoint...**
Or go into **Teams...**
Or go back to your Outlook email....

5

Teams

Assignments

8XPCm - Computing

10CBBe2 - BusinessE

7XQCM - Computing

11BBE1 - BusinessE

10BBE1 - BusinessE

10BBE2 - BusinessE

10CBBe1 - BusinessE

In Teams you need to select from the list which class you want

6

Teams

General Posts Files Class Notebook Assignments

New Add Sync Copy link

General

8XPCm - Computing

10CBBe2 - BusinessE

7XQCM - Computing

11BBE1 - BusinessE

6 Marketing Mix Online Learning...

6 Marketing Mix Online Learning...

Now select **FILES** or **ASSIGNMENTS** to find the work your teacher has set you