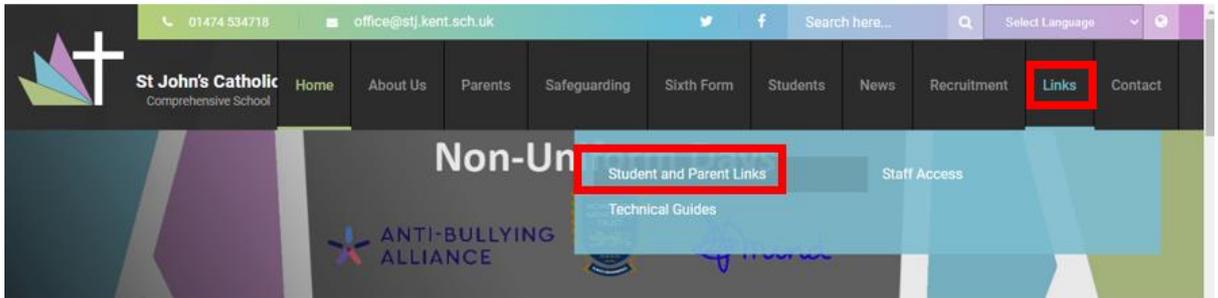## How to Log into Emails and Office 365

1. Go to the school website www.stjohnscs.com
2. Click on 'Links'
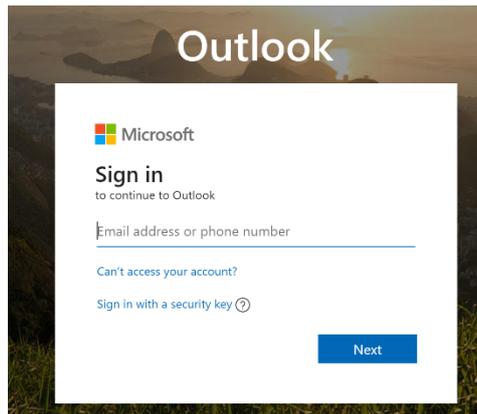3. In the pink box click on 'Student and Parent Links'

4. Click on the link for Emails and Office 365

5. The below screen appears asking for your school email address

e.g. 23jparker Followed by @stj.kent.sch.uk

so 23jparker@stj.kent.sch.uk

6. When asked, enter your password.

7. then press yes to stay signed in. You should only do this on your personal machine, on the school devices you should say No
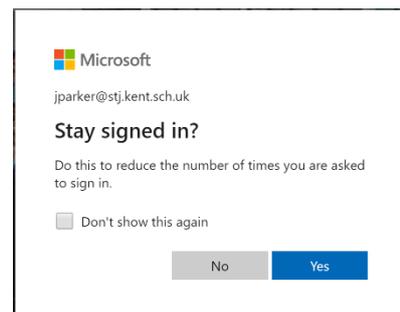
8. Once logged in, you can then click on the square in the top left to navigate to the different web apps for Office. E.g. Outlook (emails), Teams and OneDrive.