

Access to school email

Visit the school website www.plymstockschool.org.uk

Select the blue 'menu' button and scroll down to the bottom of the screen then select 'home access'

School E-mail



You will then be taken to the log in page

A screenshot of the Microsoft Outlook Web App login page. It features a yellow header with the Microsoft logo and 'Outlook Web App' text. Below the header, there are security options: 'This is a public or shared computer' (selected) and 'This is a private computer'. There is also a checkbox for 'Use the light version of Outlook Web App'. Below these are input fields for 'User name:' and 'Password:', followed by a 'Sign in' button. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

Your school email is, for example :

Joe Bloggs and the year that you joined the school (2019)

bloggsj19@plymstockschool.org.uk

To log in to the outlook web app

Username : bloggsj19

Password : (specific to you)

If you have forgotten this, we can reset this to your six digit date of birth, but you must let us know.

Then select 'sign in'

Access to Satchel : one

A screenshot of the Satchel:one login page. The header includes the 'satchel:one' logo and the tagline 'Together through education'. The main content area has a 'Login' section with tabs for 'Staff', 'Parent', and 'Student'. Below the tabs are radio buttons for 'I already have an account' (selected) and 'I dont have an account yet'. There are input fields for 'Plymstock School' and 'Enter email address or username', followed by a password field. A 'Log in' button is present. Below the login button are options to 'Or log in with:' Office 365, Google, and RM Unify. On the right side, there is a 'Need help logging in?' section with links for 'Logging in as a student', 'Forgot password?', and 'Issues with the PIN?'. At the bottom right, there is a 'SHOW MY HOMEWORK' button.

Visit the website www.satchelone.com

Select the 'student' box

Fill the **spot** that says 'I already have an account'

Select '**Plymstock School**' in the box

Log in details will be your full school email address.

Input your password that you set your account up with.

Then 'log in'

If you have forgotten your password, please let someone know so that we can send a password reset to your school email account.

Access to Office 365 and Microsoft Teams

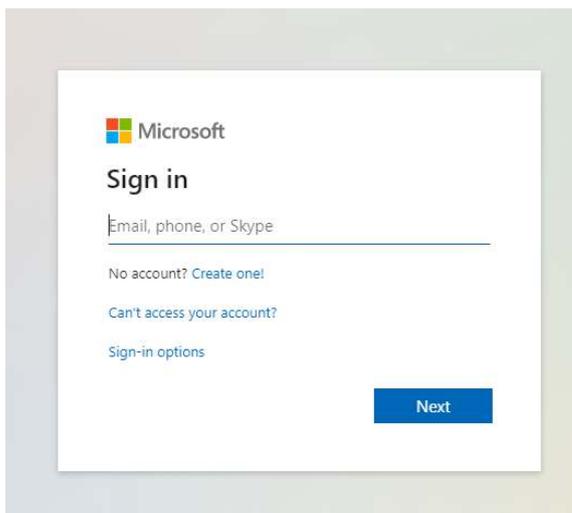
Visit the school website www.plymstockschool.org.uk

Select the blue 'menu' button and scroll down to the bottom of the screen then select 'home access'

Microsoft 365 Login



You will then be taken to the log in page



Your sign in email for 365 is, for example :

Joe Bloggs and the year that you joined the school (2019)

bloggsj19@plymstockschool.net

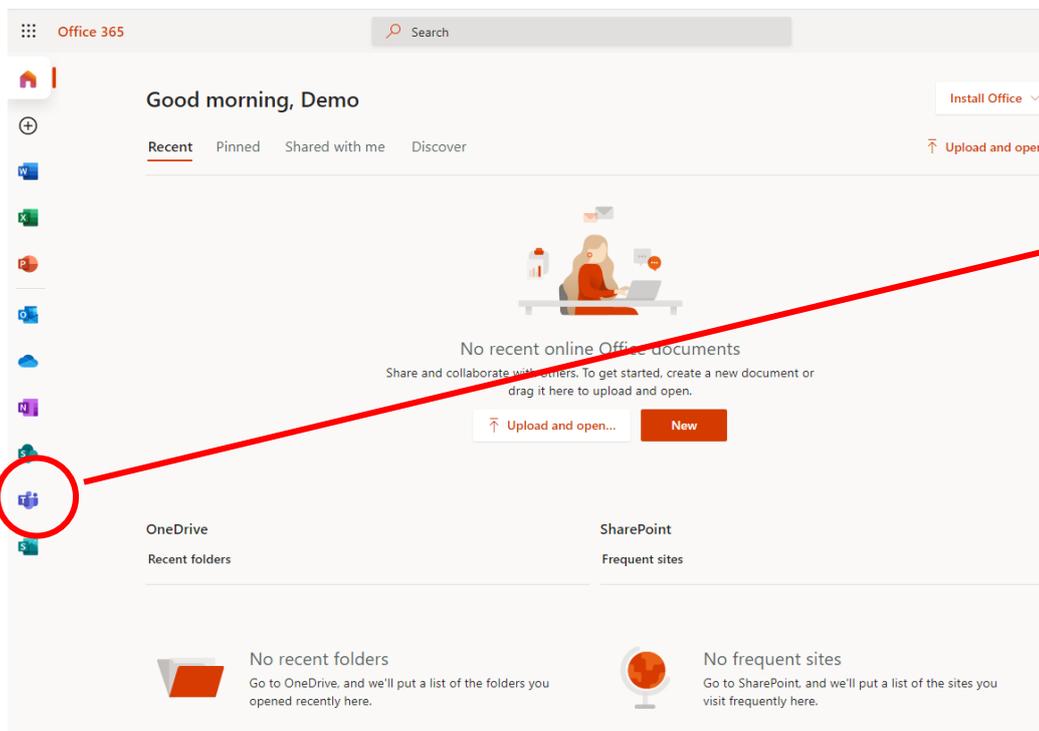
Same as your school email but with .net at the end

Here you will have access to all the Microsoft programs such as word and powerpoint

To log in to 365

Email : bloggsj19@plymstockschool.net

Password : the password you use for your school email and to log on at school



To open teams

On the left hand side of the screen you will see this icon

Click on this and it will ask you if you want to "get the windows app" or "use the web app" – click on "use the web app"

Once you are in Teams you will need to click on the “teams” icon on the left and side of the page and you will be able to see your subject team that has been created for your class. Click on this and you will be in the team and will be able to join meetings and use the message function to chat to your teacher.

