

## Access to Satchel : one

Visit the website [www.satchelone.com](http://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](http://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.org.uk**

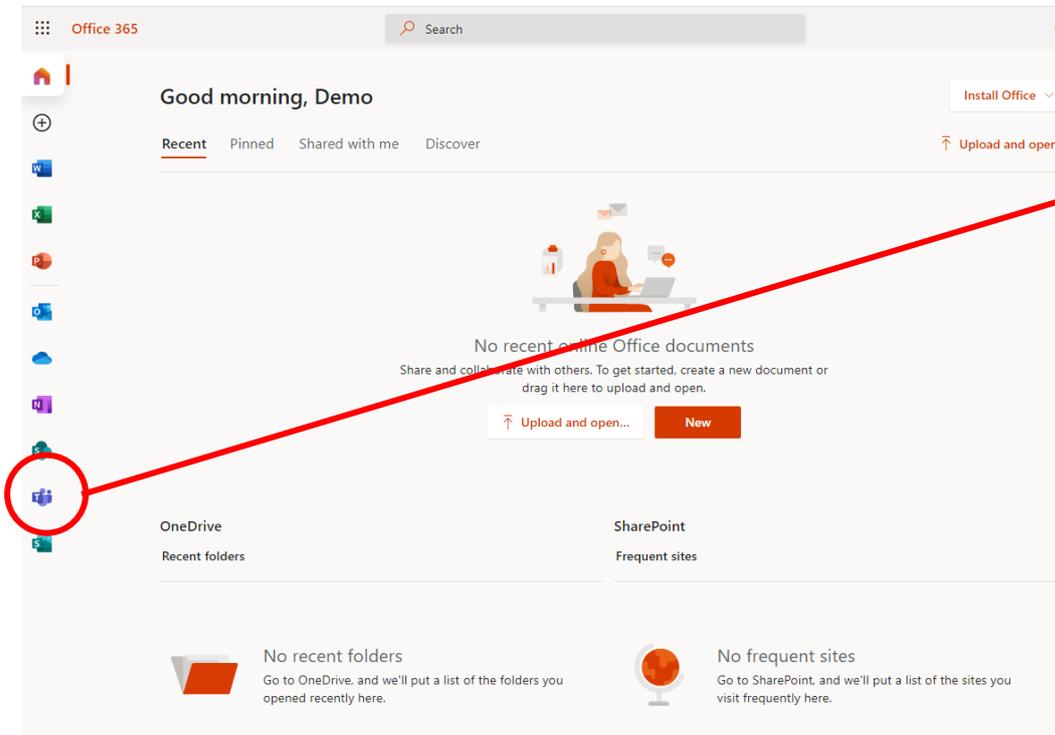
**Here you will have access to all the Microsoft programs  
such as word and powerpoint**

To log in to 365

Email : [bloggsj19@plymstockschool.org.uk](mailto:bloggsj19@plymstockschool.org.uk)

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

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



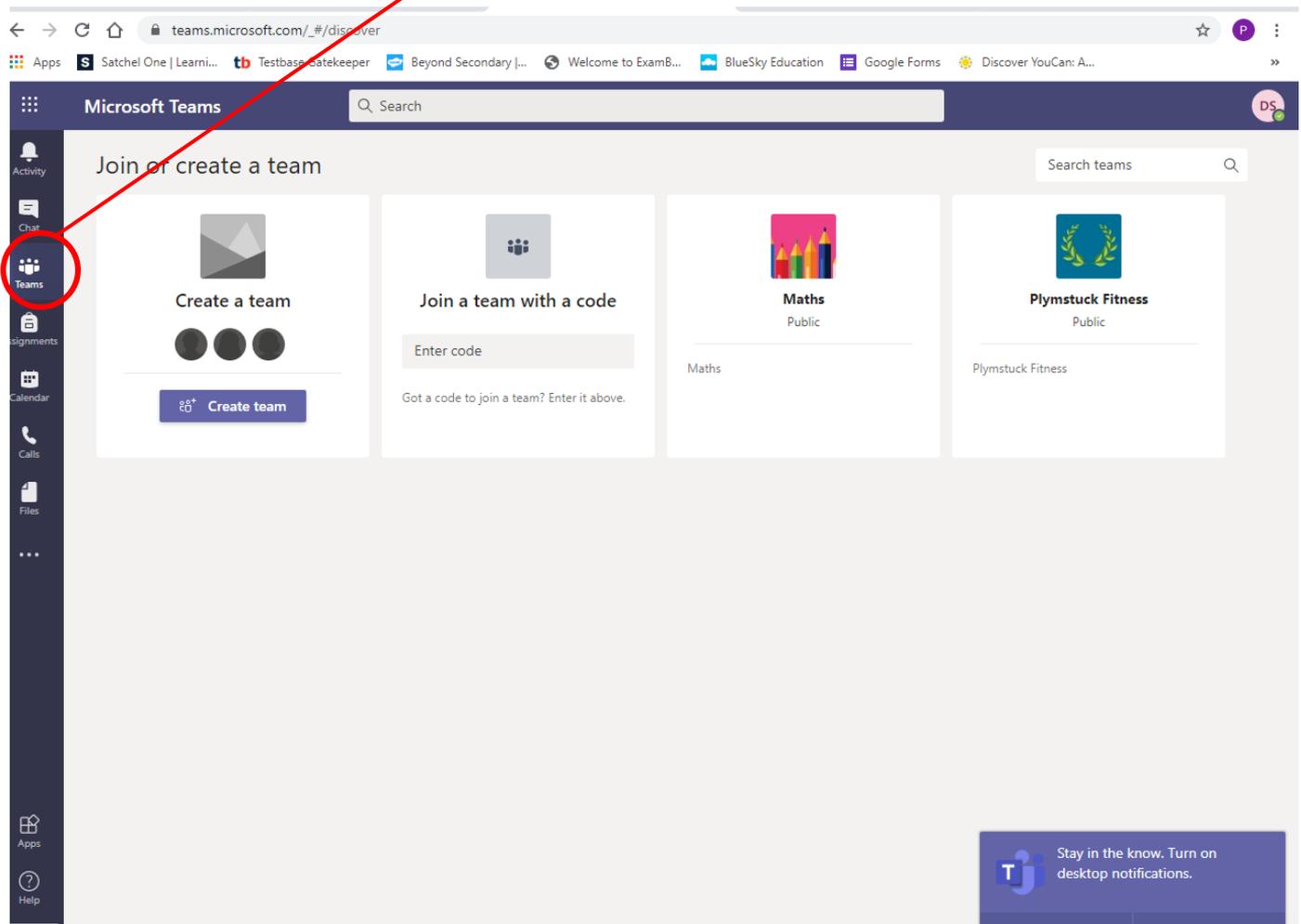
## To open teams

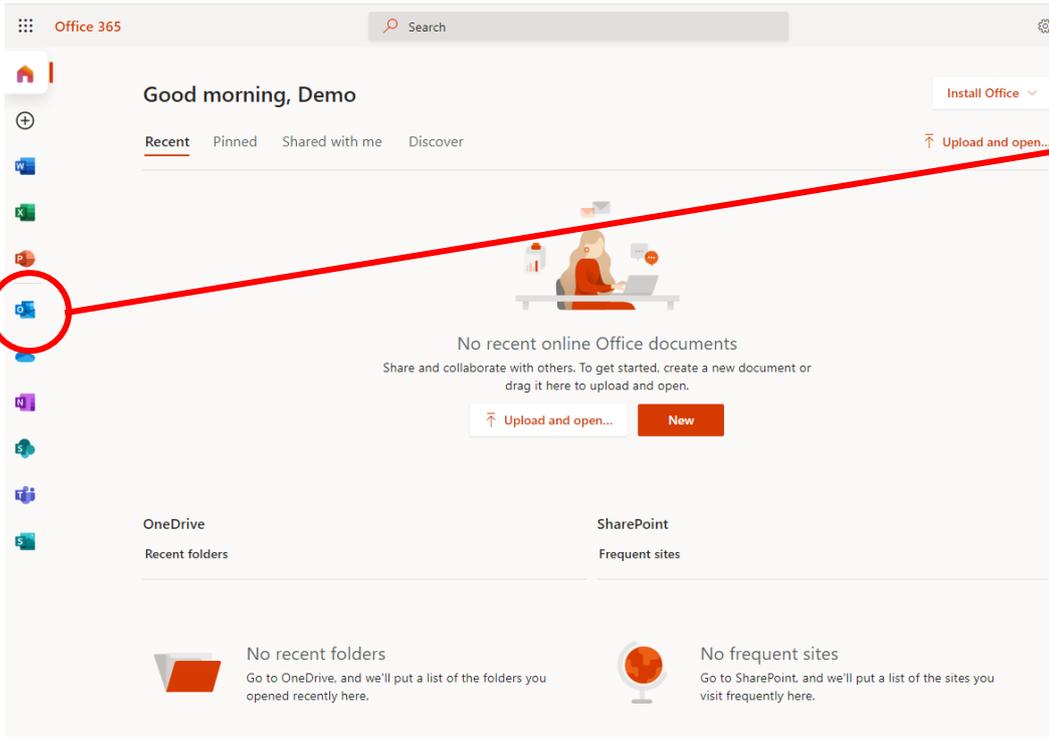
On the left hand side of the screen you will see this icon

Click on this

If you are asked 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.





**To open email**

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

Click on this and it will open your email account