

- Pres Milltown Office 365 communications are for communication **between students & teachers** with regard to their work, corrections and feedback only.
- Communication with teachers should be confined to **9am - 5pm** on  **schooldays**.
- All Office 365 communications are subject to the terms of the school's **Internet Acceptable Use Policy** available at [office@presmilltown.ie](mailto:office@presmilltown.ie)
- All **other communications** should go **through the school office** email address ([office@presmilltown.ie](mailto:office@presmilltown.ie)) or through the Office 365 email ([office365support@presmilltown.ie](mailto:office365support@presmilltown.ie))

Log into your school Office 365 account by using your school email address.

- Go to [www.office.com](http://www.office.com) **OR** follow the link on the school website [www.presmilltown.ie](http://www.presmilltown.ie)
- Type in your school email - Your log-in username for school computers [@student.presmilltown.ie](mailto:@student.presmilltown.ie)
- Enter your password - Same as your password for using school computers (*other than 6th Year who did TY*)

The Office 365 icons you will probably use most are;



Outlook

*Email scans or photos of your work to your teachers for correction/feedback*



Word

*You can share a word document with your teacher for correcting.*



One-Drive

*Save your documents to OneDrive so you can access them on any device.*



Teams

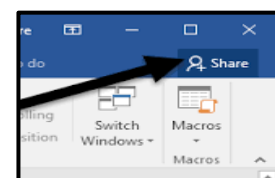
*Some teachers may set up 'Teams' to make it easier to communicate with specific class groups.*

Help sheets/tutorials on using these applications will be made available in the coming days.

For now please use **Outlook** or **Word** to **email/share** work with your teachers.

**Outlook** - Attach scans/photos of your work. Type the teacher's name into the 'To' address bar and click on their link in the list that appears → Send.

**Word** - type your work into a **word document** and click '**Share**' in the top right corner of the page. You will be asked to save your document to One Drive in the normal way. You will then be allowed to share with a teacher by typing the teacher's name and clicking on their link in the list that appears.



*Some teachers may set up Teams to help streamline communication with specific class groups.*

**Please remember that the work you have already been given by your teachers is the most important focus.**

Office 365 simply provides a way for you to communicate with your teacher and get feedback on your work if you wish.

**Distractions** - As always, we would advise you to have all **social media notifications switched off** during 'school-time' and while you are studying/completing work. Alternatively, leave your phone in another room until you have finished or require it to communicate work to teachers.

Please do not worry if you have **poor** or **no internet access**. Keep working away with your **set work** and send it to your teachers though Office 365 when or if you can. Alternatively, your teachers will give you feedback on work completed when we return to school. Please be aware that not all of our teachers have reliable internet access at home so responses may take a little time.



Your teachers fully appreciate that many homes may experience **illness** over the next number of weeks so please just do as much work as you can given your individual situation at home.

Please bear in mind that teachers may also be dealing with illness within their families during this public health closure so we ask for your **patience & understanding**.

