

School Closure Student-Teacher Communication

We are in the process of trying to set up school emails for 1st Year, 2nd Year & TY students so that they can email work to teachers and receive feedback and corrections during the current school closure.

- Each student is being assigned a school email address that will take the following format XXXXXX@student.presmilltown.ie
- Each student in our school already knows their individual log-in username for school computers (a 6 or 7-digit number). This number is also their VSware ID which can be found in the 'Personal' tab of their VSware page.
- This number replaces the Xs in the email format above to form your son/daughter school email address. eg. 9087678@student.presmilltown.ie
- Your son/daughter's **password** is also the **same** as the password they use to log-in to **school computers**.

In order to access the Office 365 Portal either:

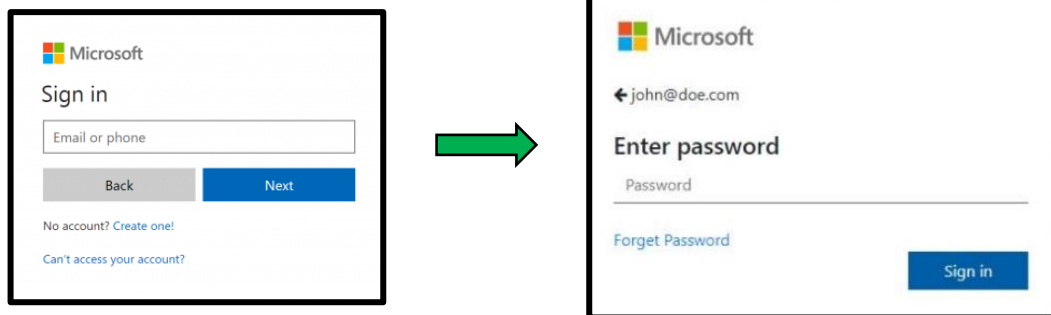
- Follow the link at the bottom of our website www.presmilltown.ie
- OR
- Type www.office.com into the address bar of your internet browser.

Students will then be asked to sign-in using their **school email** → Click

Next

They will then be asked for their **password** (same as for school computers) → Click

Next



For the moment please just **check** that your son/daughter **can log-in** to their **school email** as soon as possible.

If students are **having difficulty logging-in** please email office365support@presmilltown.ie by 12pm on **Monday 30th March**.

Once we know that students can log-in we will be in touch again to show them how they can communication with their teachers.

Thank you once again for your patience and support at this time.