School Closure Student-Teacher Communication

We are in the process of trying to set up school emails for our 5th Year students so that they can, if they wish, email work to teachers and receive feedback and corrections during the current school closure.

- Each 5th Year 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.**
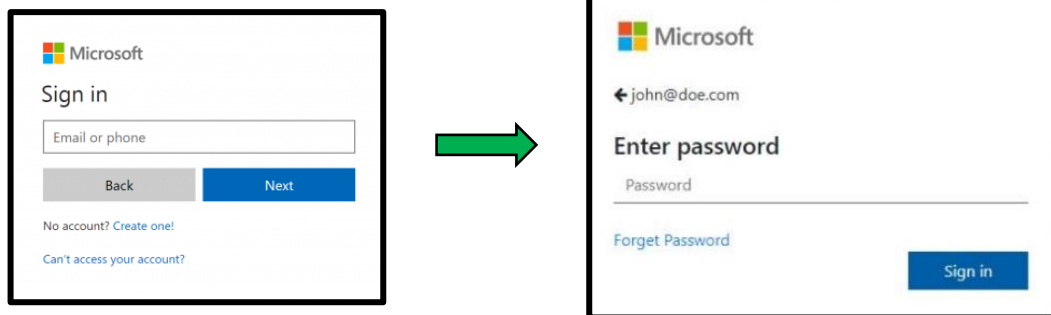

In order to access the Office 365 Portal either:

- Follow the link at the bottom of our website **www.presmilltown.ie**

<p align="center">**OR**</p>

- 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**

Please 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 4pm on Thursday 26thMarch.

Once we know that students can log-in we will begin to open the portal to enable communication between students and their teachers.

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