

How to Access your School Email Account, Office 365 and Microsoft Teams from home.

Open a browser and go to the following address <https://www.office.com/>
Logon with your school email address and password

What is your Email address?

Your email address is the same as your school logon follow by @albionacademy.co.uk

Still not sure?

19 First letter of forename Surname @Albionacademy.co.uk

Each email address will start with a number.

The number will represent what year you joined the Academy

Year 7: **19**

Year 8: **18**

Year 9: **17**

Year 10: **16**

Year 11: **15**

You then need to add the first letter of your forename and then your surname.

Every email address will end with the following.

As an example – John Smith in year 8
would have an email address of –
18JSmith@albionacademy.co.uk

What is your password?

Your password will be the same one that you use when accessing the school

Once logged in, these are all the Microsoft Apps students and staff have access to.

