

How to access student email from home



Google Chrome

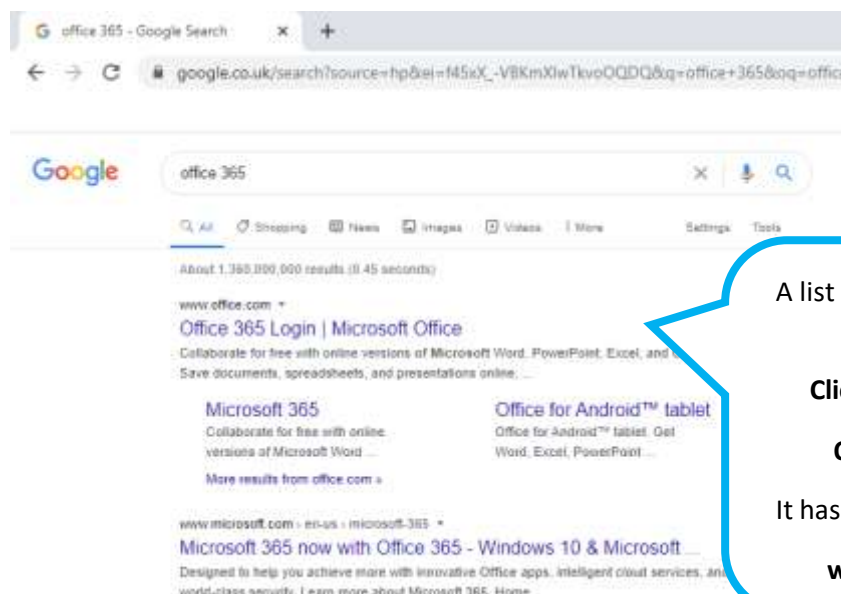
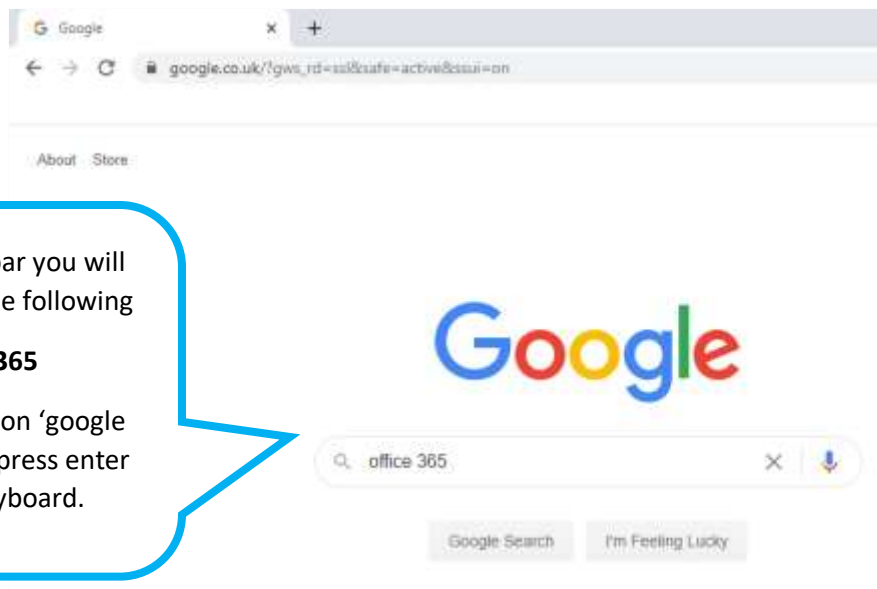


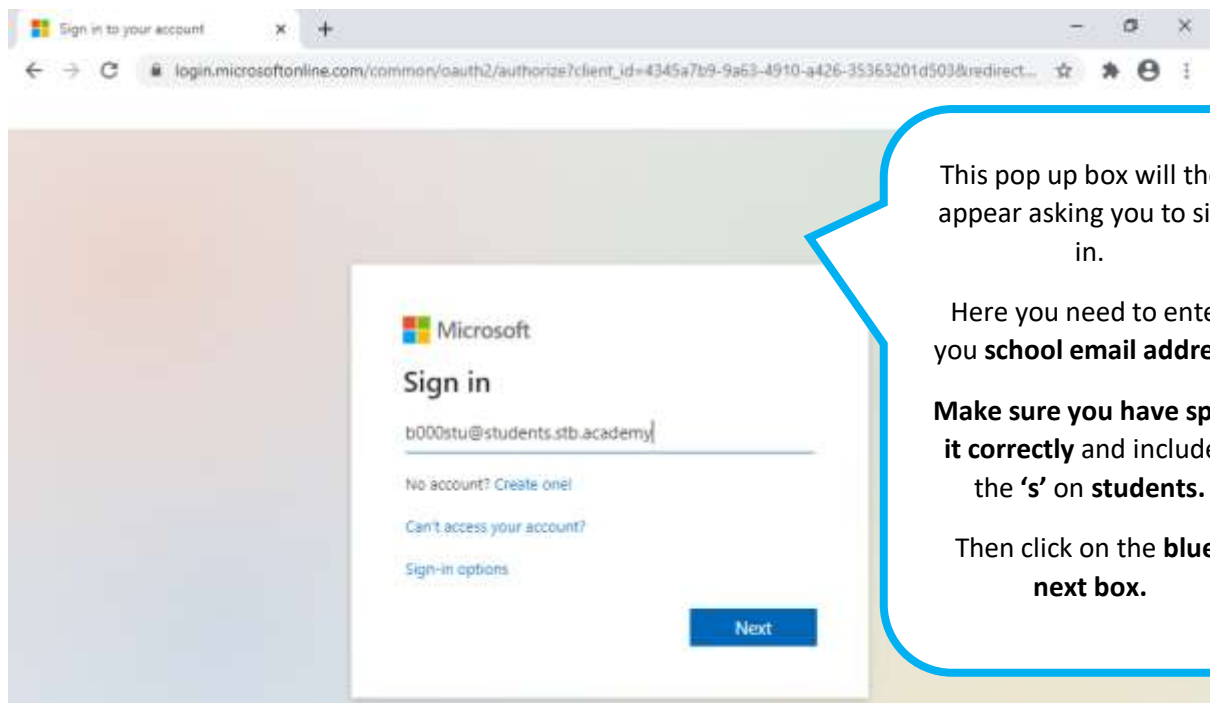
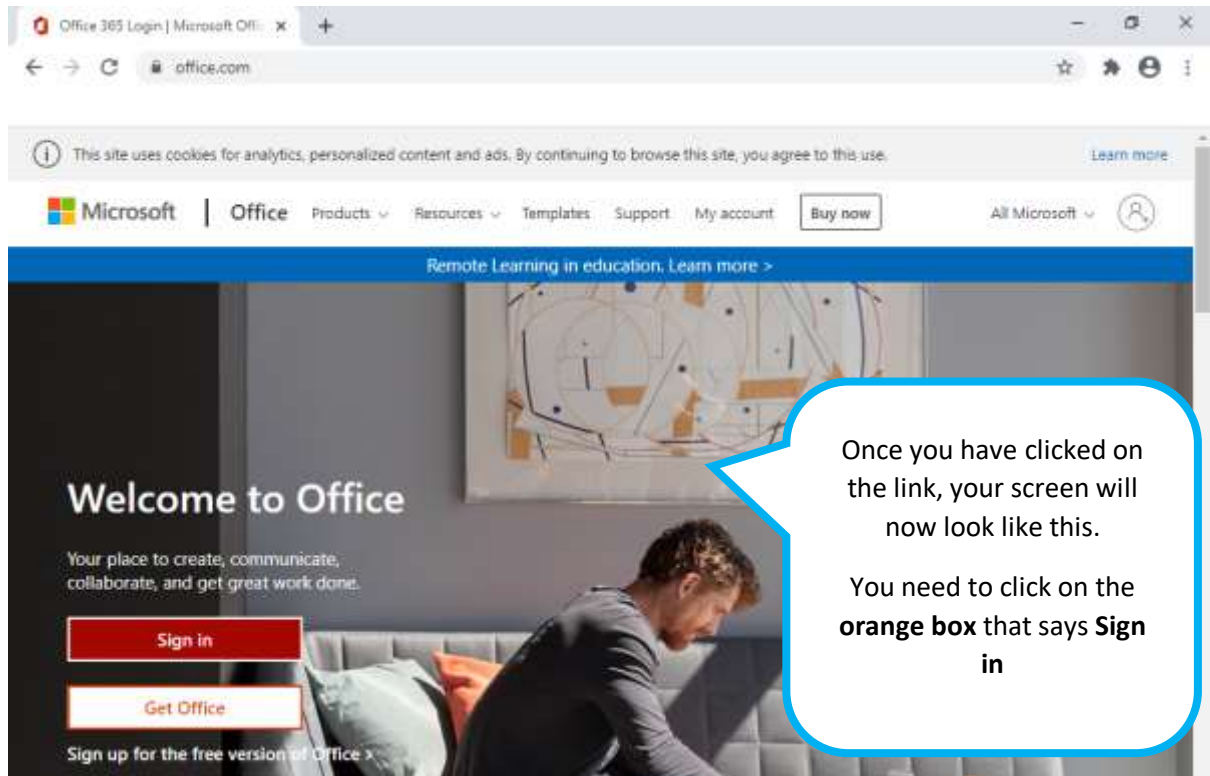
Internet Explorer



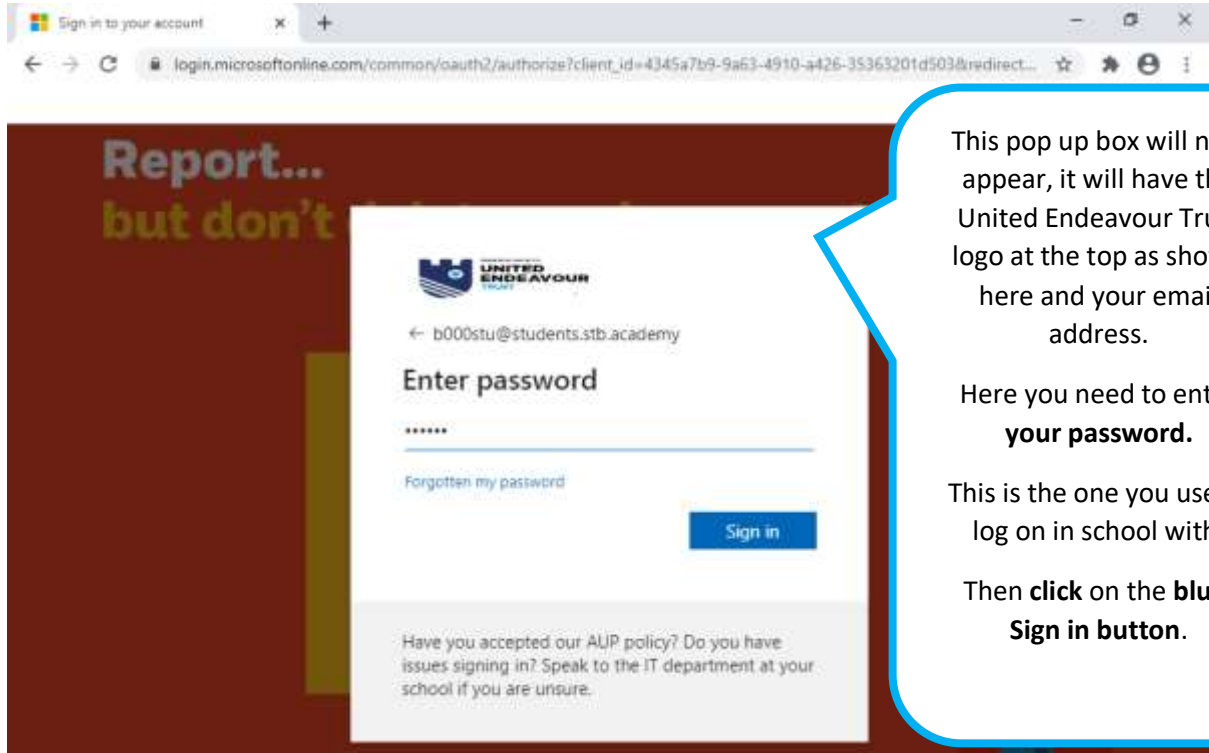
Microsoft Edge

- To access your student email from home, you will need to open any of the web browsers shown above. You can do this on any device whether it be a desktop computer, laptop, tablet or mobile phone.
- When you open your web browser the search engine will appear, this may be Google or Bing






Your email address is your b number, they all begin with b20__ and then have 3 digits after this. This is what you use to log in with at school. You then need the following after your b number to make your email address **@students.stb.academy**.



Sign in to your account

login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect...

**Report...
but don't**

 UNITED ENDEAVOUR TRUST

← b000stu@students.stb.academy

Enter password

[Forgotten my password](#)

Sign in

Have you accepted our AUP policy? Do you have issues signing in? Speak to the IT department at your school if you are unsure.

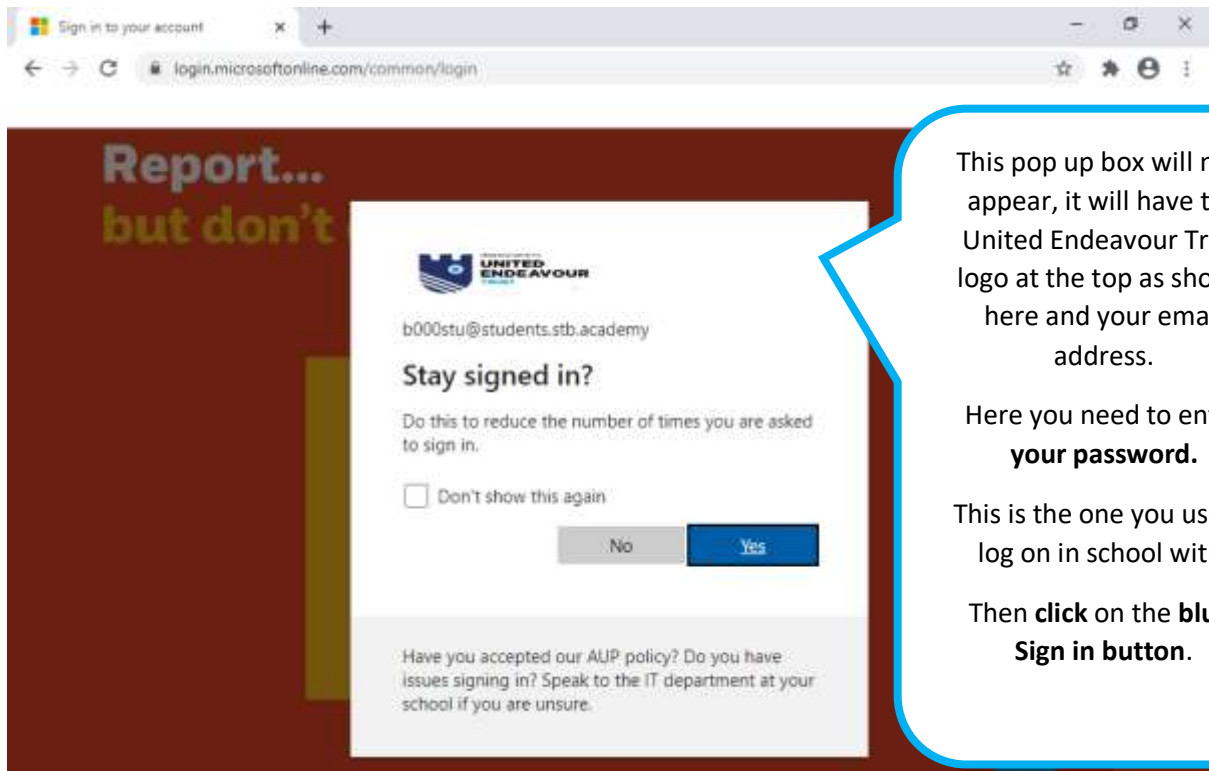
This pop up box will now appear, it will have the United Endeavour Trust logo at the top as shown here and your email address.

Here you need to enter **your password**.

This is the one you use to log on in school with.

Then **click on the blue, Sign in button**.


Make sure that you type in your password correctly, remember any capital letters that you have.



Sign in to your account

login.microsoftonline.com/common/login

**Report...
but don't**

 UNITED ENDEAVOUR TRUST

b000stu@students.stb.academy

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No **Yes**

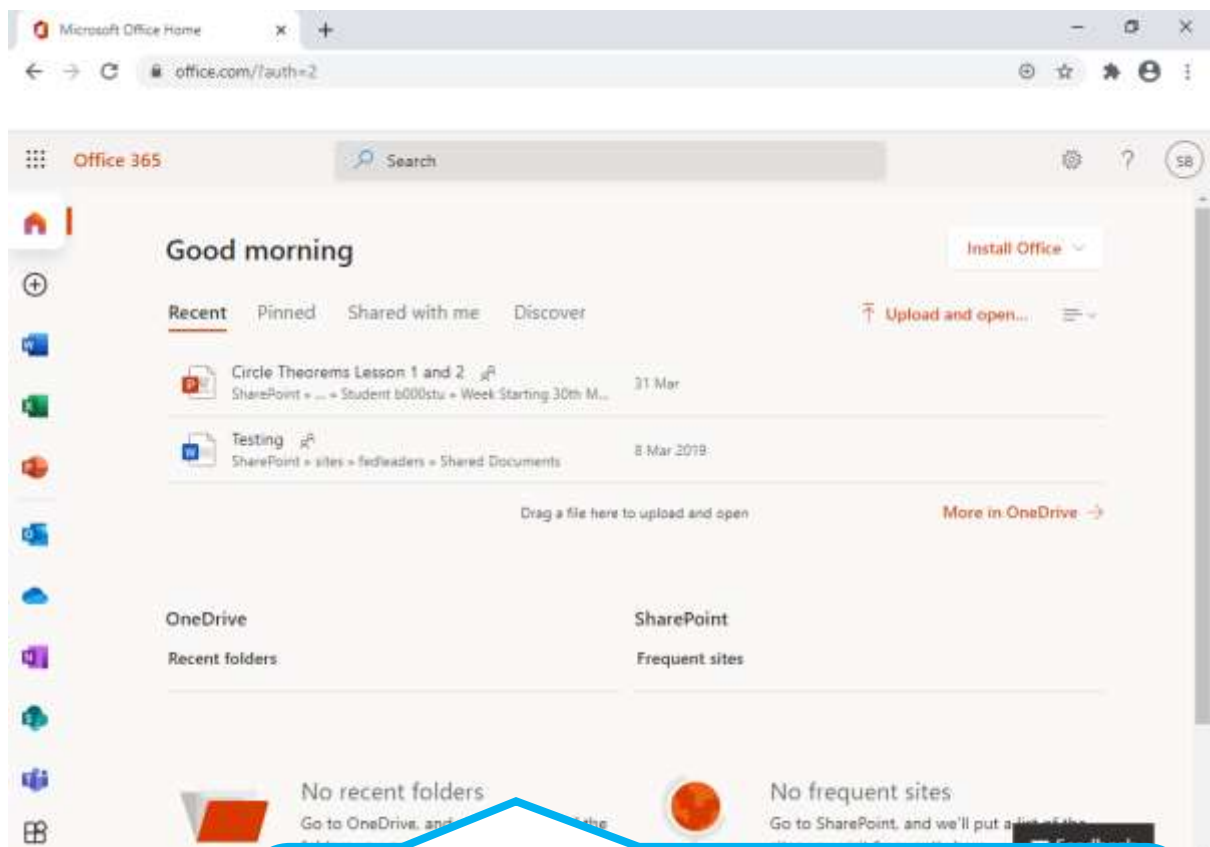
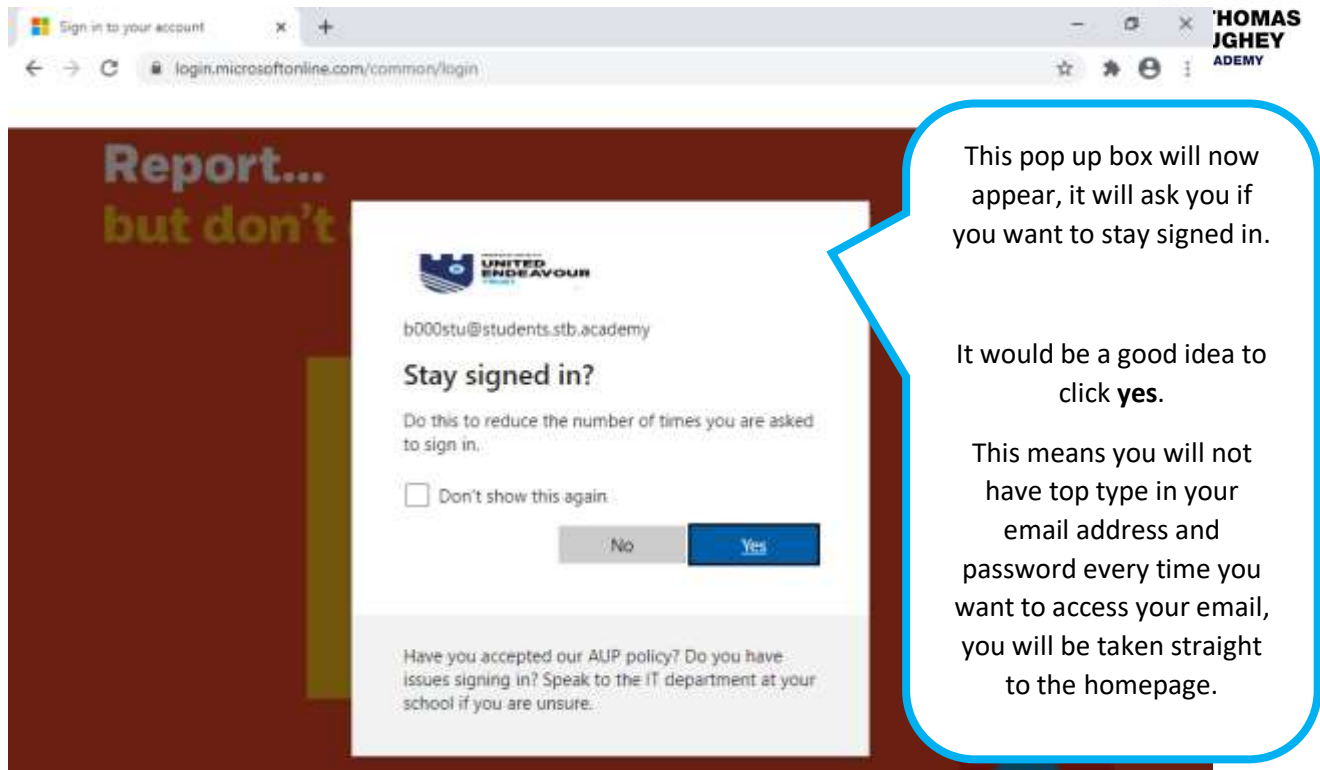
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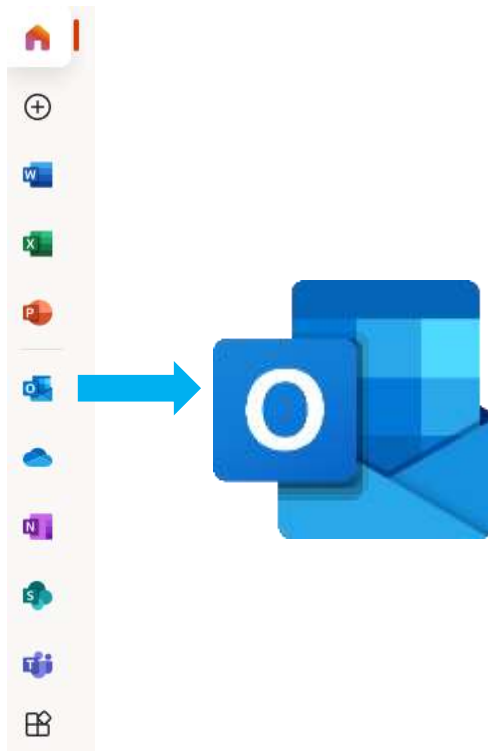
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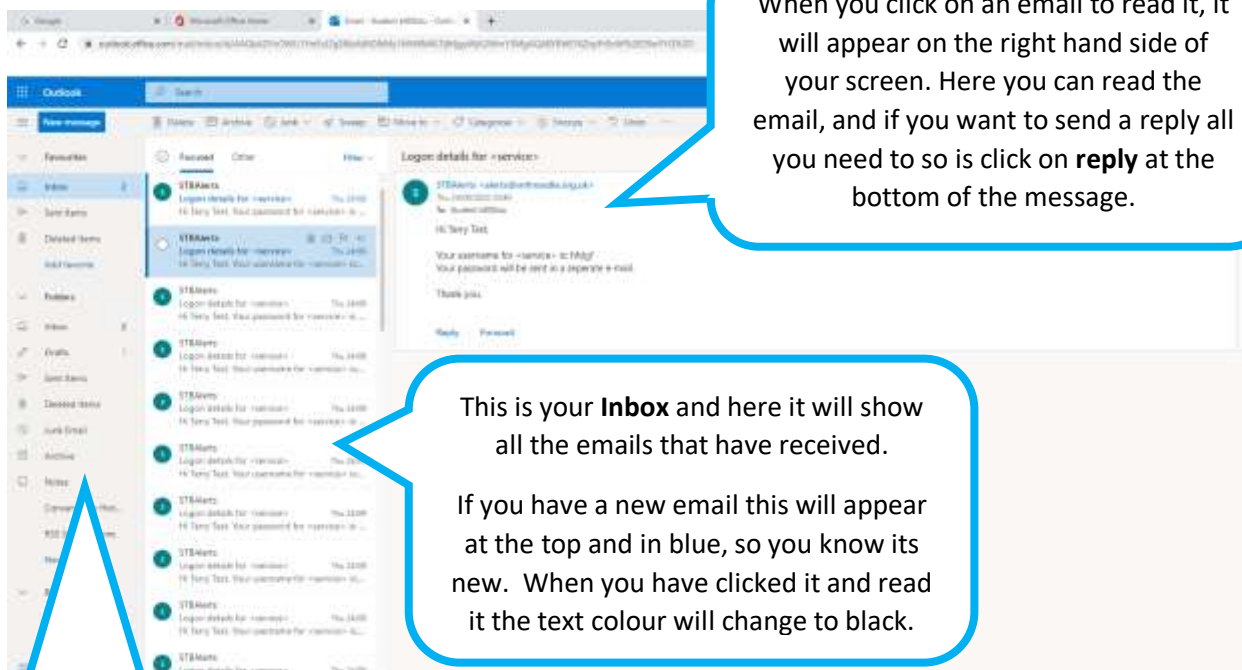
Your screen will now look like this, as you can see there are a range of icons down the left-hand side of the screen that give you access to different applications that can be used and accessed online.

Any documents that you have recently accessed will be shown in the middle of the screen as you can see above.



To access your email, you now need to **click** on the **Outlook** icon, this is the **4th** one down on the left hand side of the screen, is blue and looks like an envelope with a piece of paper coming out of it. It also has the letter **o** in a blue square to indicate **outlook**.

Once you have clicked on the Outlook icon, a new tab will open in your web browser, and this is what your email page will look like.



When you click on an email to read it, it will appear on the right hand side of your screen. Here you can read the email, and if you want to send a reply all you need to so is click on **reply** at the bottom of the message.

This is your **Inbox** and here it will show all the emails that have received.

If you have a new email this will appear at the top and in blue, so you know its new. When you have clicked it and read it the text colour will change to black.

You can access you other folders here by clicking on them, so if you have sent an email and want to check it just click on the sent folder.

Just remember to always click back on the Inbox.

