

## ACCESSING OFFICE 365 & EMAIL (STUDENTS)

Within school you can access your Office 365 email account in two ways.

Either through the shortcut on the Student Intranet home page:



Or through the shortcut provided on the Mildenhall College Academy Website:

<http://www.mildenhall.attrust.org.uk/>

Under the student banner:

Mildenhall College  
ACADEMY

Call 01638

Home | Academy Info » | Staff | **Students »** | Parents » | Curriculum » | Sixth Form | Community | Contact

Office 365

Microsoft®  
Office 365

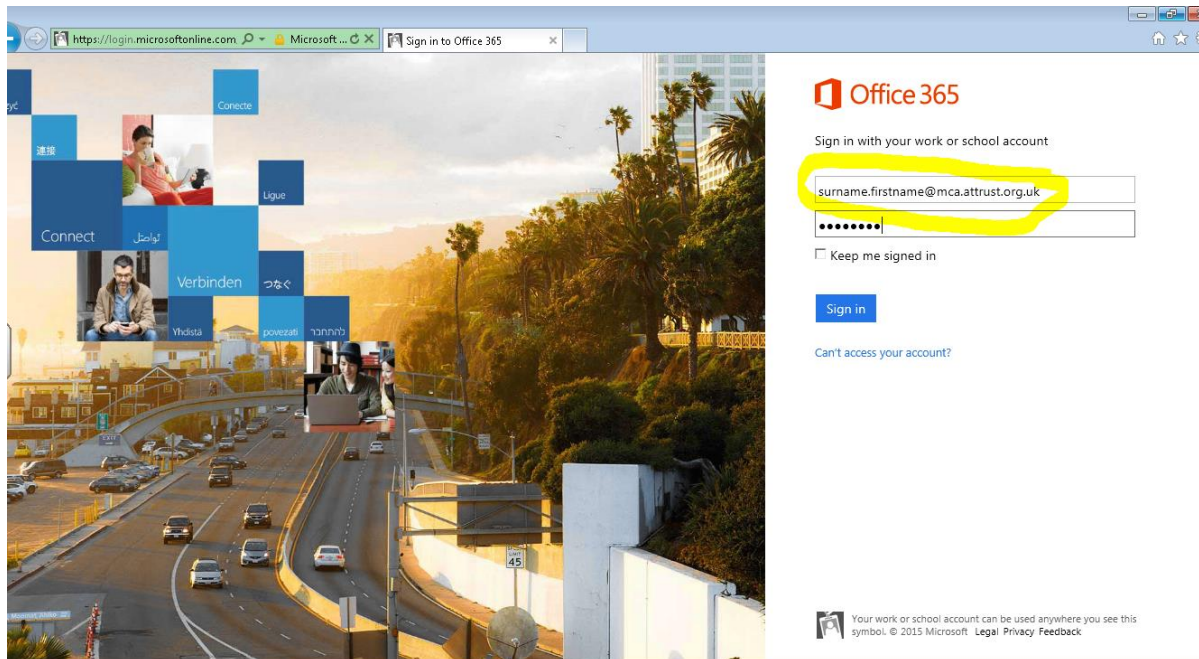
You can access your Office 365 account here

- Office 365
- Student Council
- Homework
- Examination Preparation
- SAM Learning
- Information Advice and Guidance(IAG)
- KS4 Courses
- Clubs and Activities

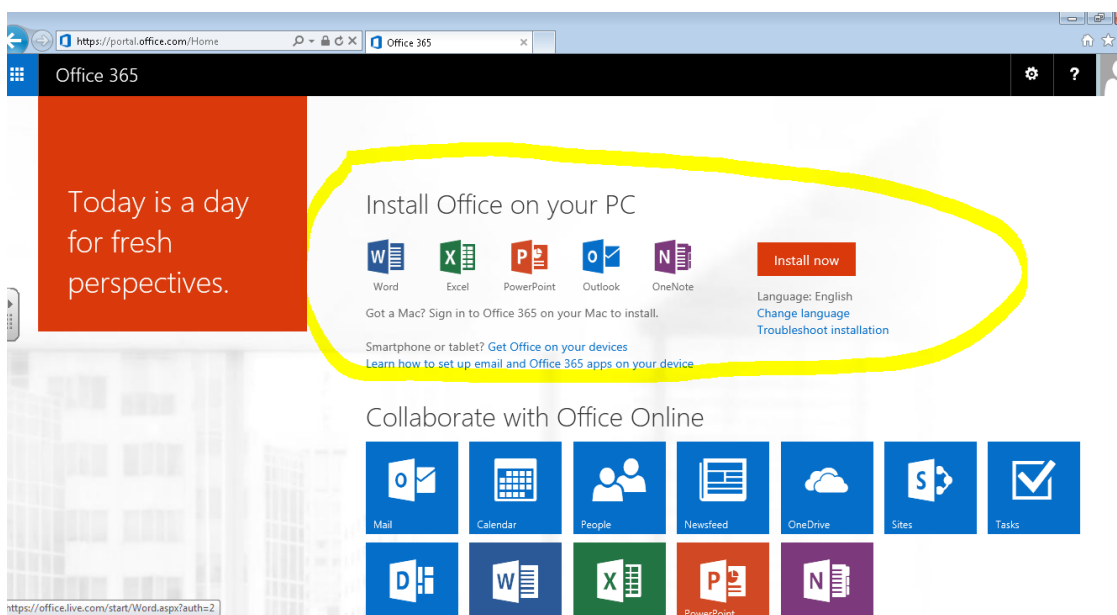
## ACCESSING OFFICE 365 & EMAIL (STUDENTS)

Login to the Office 365 portal with your full email address and password:

[Surname.firstname@mca.attrust.org.uk](mailto:surname.firstname@mca.attrust.org.uk)

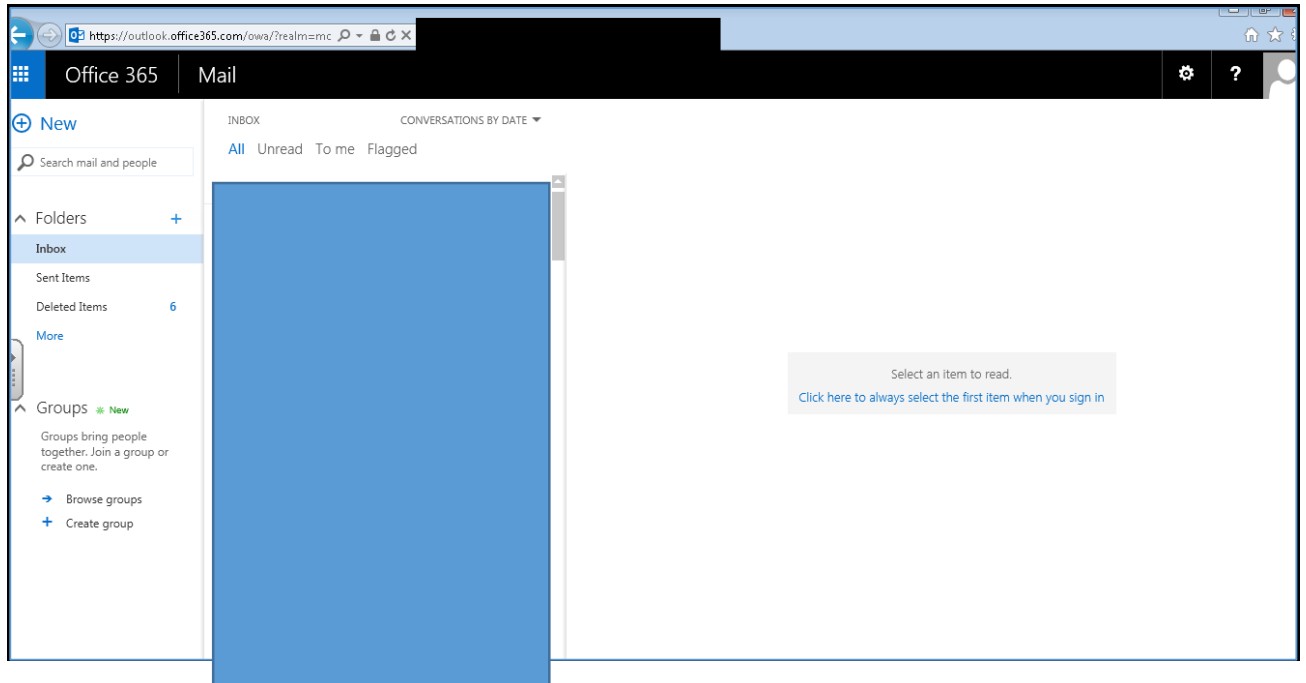


From here you can access your email and the Office 365 account that has been created for you; this will allow you to install office at home on up to 5 devices (including Macs)



## ACCESSING OFFICE 365 & EMAIL (STUDENTS)

This is also where you can check and send and receive email from your school account:



If you have any issues with accessing office 365/ Email, let your teacher know and we can check your account for you.