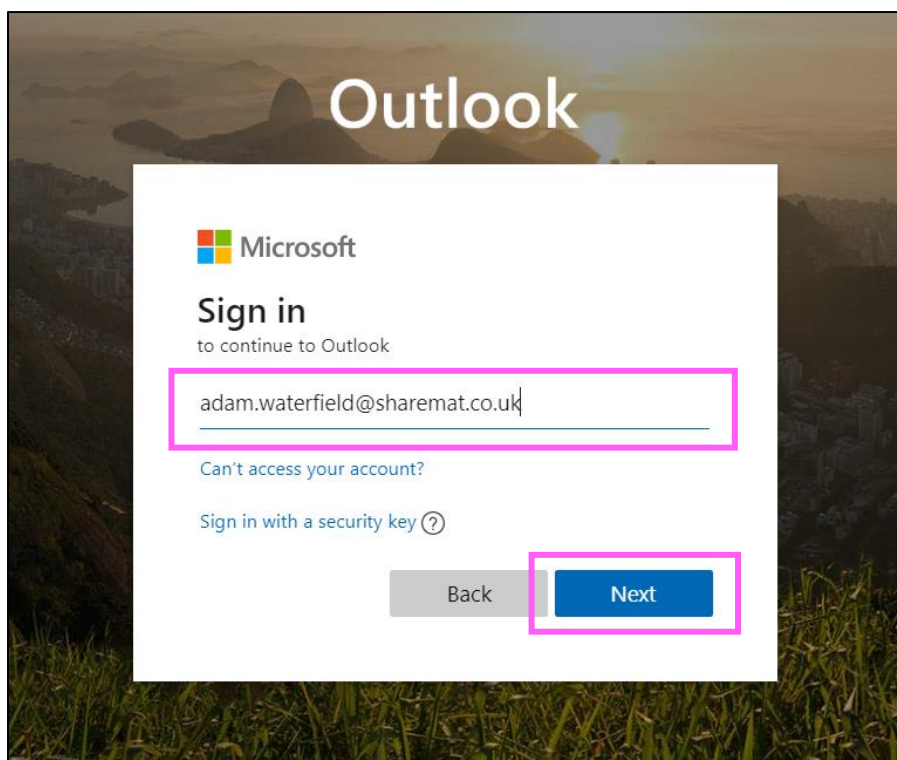
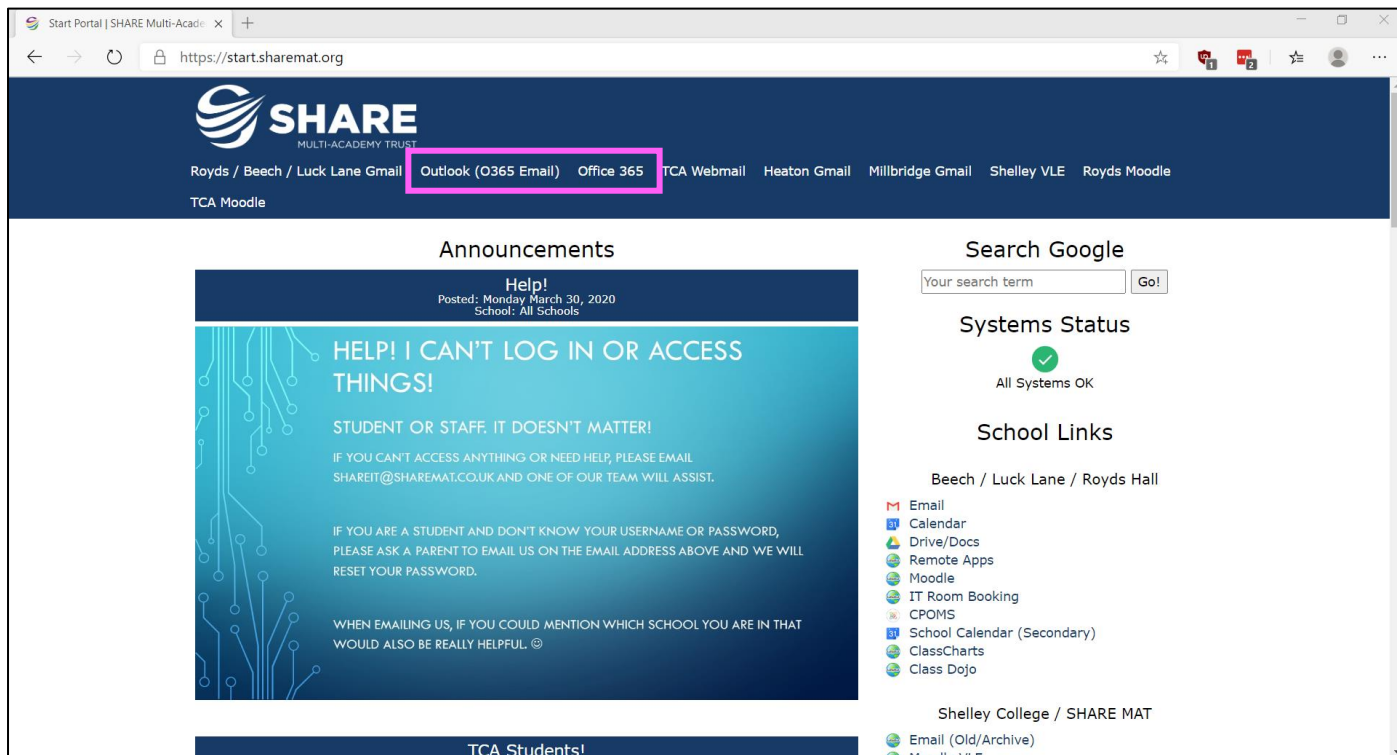


Accessing Your Share Multi-Academy Trust Email Account

You can log in to your MAT email account from the Share Start Portal (<https://start.sharemat.org>) or via Office.com. This document will show you how to access it via the start portal.

Access the Start Portal. Either go to <https://start.sharemat.org> or Google *Share Start Portal*

Click either Outlook (O365 Email) or Office 365. Outlook takes you directly into your email, whereas Office 365 takes you to the dashboard for all O365 services such as Teams and OneDrive.



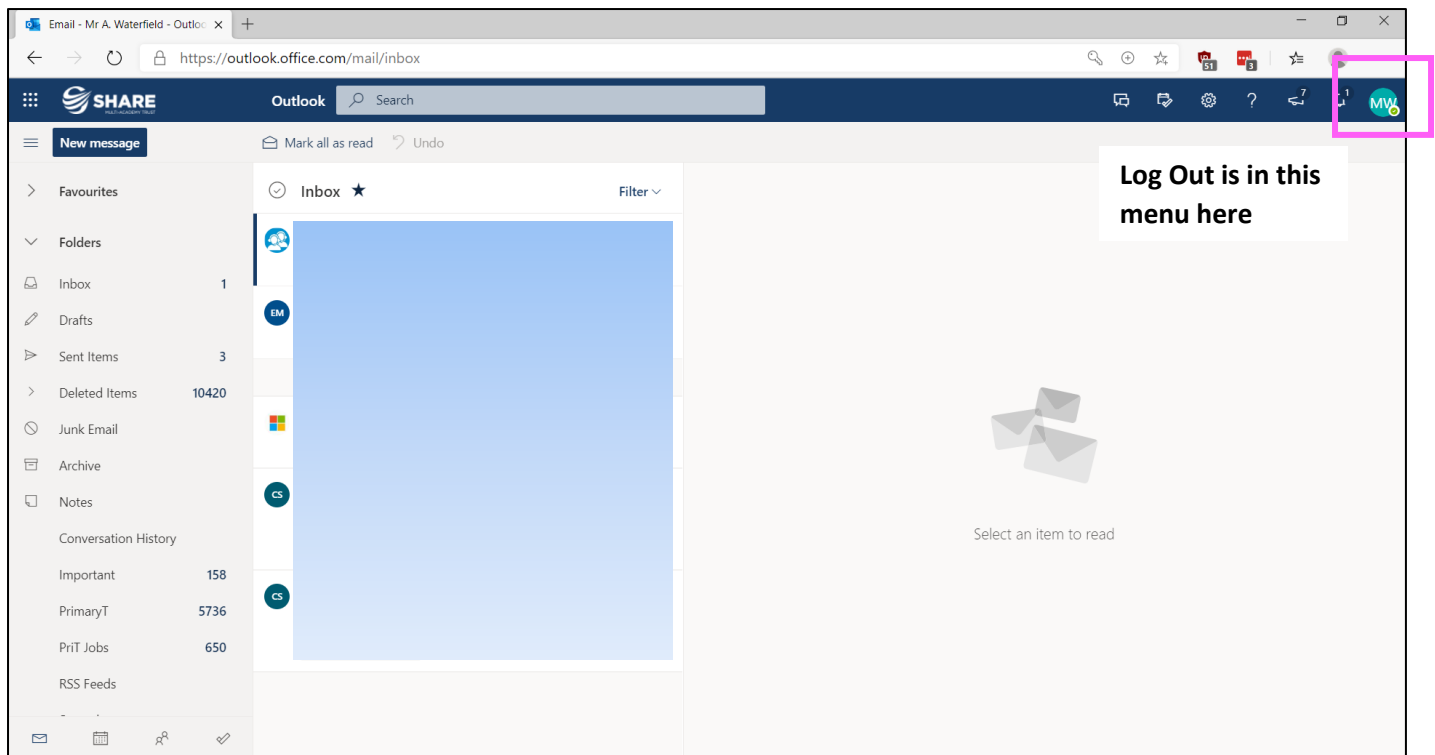
Enter your MAT email address in the username box.

This will be
username@sharemat.co.uk

Hit Next and enter your password.
This is the same password you use for the school computers.

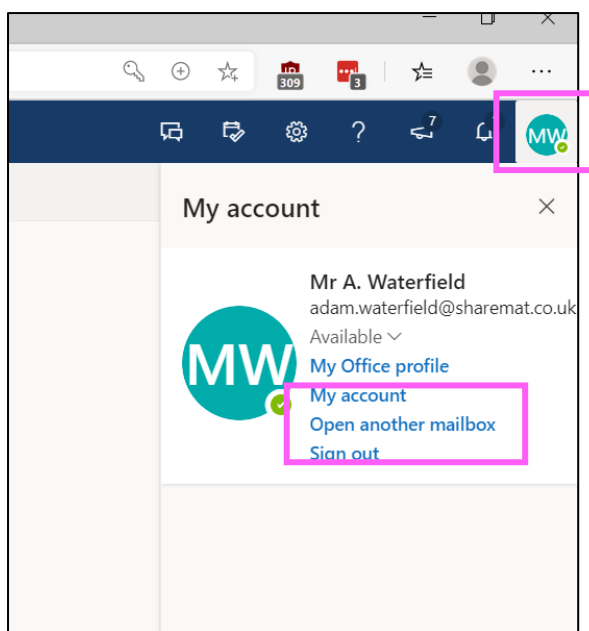
You will then be logged into Outlook.

Your inbox will then be displayed. Many of you will be familiar with this from Outlook/Hotmail.



Accessing Shared Mailboxes/Email Accounts

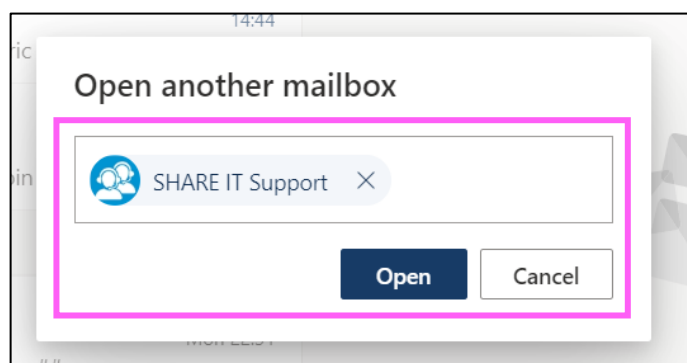
Some people may need to access shared email accounts, such as the office accounts and headteacher accounts. This is only applicable to certain employees so you may not need to worry about this.



Click the user menu in the top right corner

Click Open another mailbox

In the window that opens, type the mailbox address in the centre box then click Open. This will open a new tab for that account.



At the time of this document being created there are the following common shared mailboxes. These are the addresses you should enter in the above box.

If you need access to one of these and don't have it, please email shareit@sharemat.co.uk.

Royds.Office@sharemat.co.uk, Royds.Head@sharemat.co.uk, royds.personnel@sharemat.co.uk, Royds.Reprographics@sharemat.co.uk,
Royds.Recruitment@sharemat.co.uk, Royds.ReportBullying@sharemat.co.uk, Royds.Help@sharemat.co.uk,
Royds.HateCrime@sharemat.co.uk

LuckLane.Office@sharemat.co.uk, LuckLane.Head@sharemat.co.uk, Beech.Head@sharemat.co.uk, beech.office@sharemat.co.uk