

Accessing your school email and OneDrive

This guide will show you how to sign in to your new school email account. It also shows you where to access OneDrive.

Outlook – the replacement for Gmail.

OneDrive – the replacement for Google Docs/Drive.

Go to the start portal – this can be found here <https://start.sharemat.org> or Google **share start portal**

To access your school email

Tap **Outlook (O365 Email)** in the blue menu bar.

To access OneDrive and Office online

Tap **Office 365 – OneDrive | Teams | Office Online**

On the log in screen, enter your school email address.

Your email address will be your school computer username @sharemat.co.uk

For example: 19JBlogs@sharemat.co.uk

Your password is the password you use to log in to school computers.

Please do not use Gmail or Google Docs!

These are only here so you can access old emails and documents for historic purposes.

You must use the new system for email and documents from now on.

