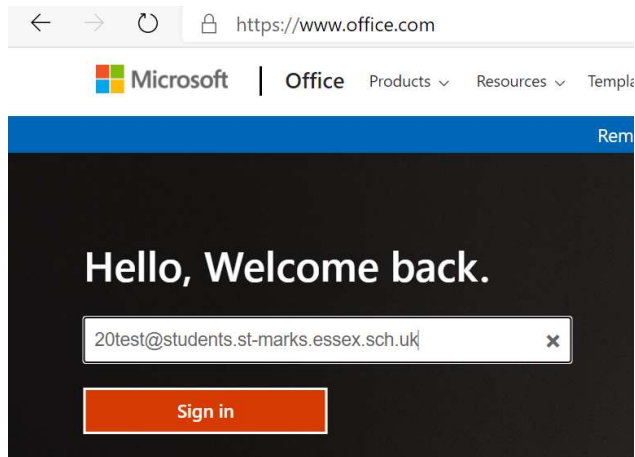


Logging into Office 365 and Showmyhomework from a computer / laptop

You must log into Office 365 first to be able to access Showmyhomework.

1. Log into Office 365

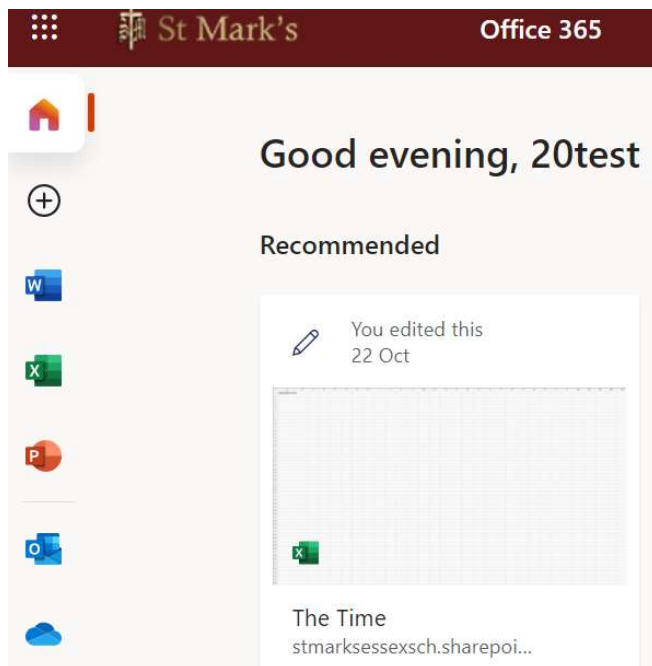
a. Go to www.office.com and put in your school email address and the password you use to access the school network.



Email: SCHOOL COMPUTER USERNAME @students.st-marks.essex.sch.uk

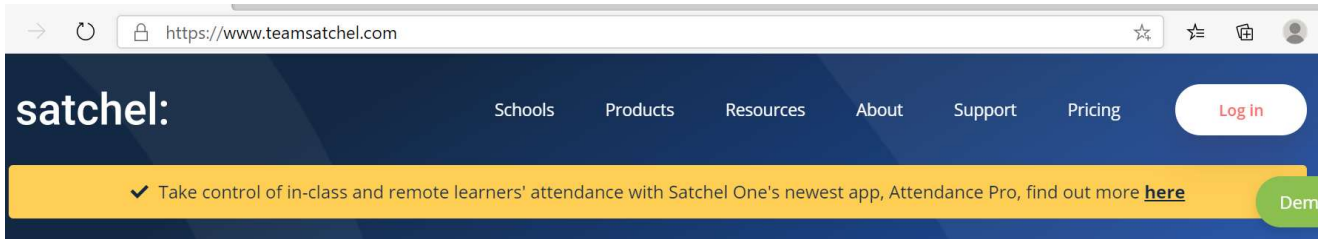
Password: THE ONE YOU USE TO ACCESS COMPUTERS IN SCHOOL

b. You now have access to all the Office 365 functions, including Outlook email, online versions of Word and Powerpoint as well as the online cloud-storage OneDrive.

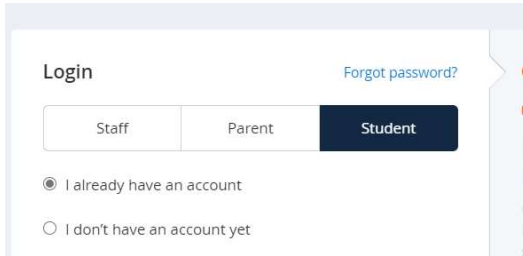


2. Open another browser window and go to www.teamsatchel.com

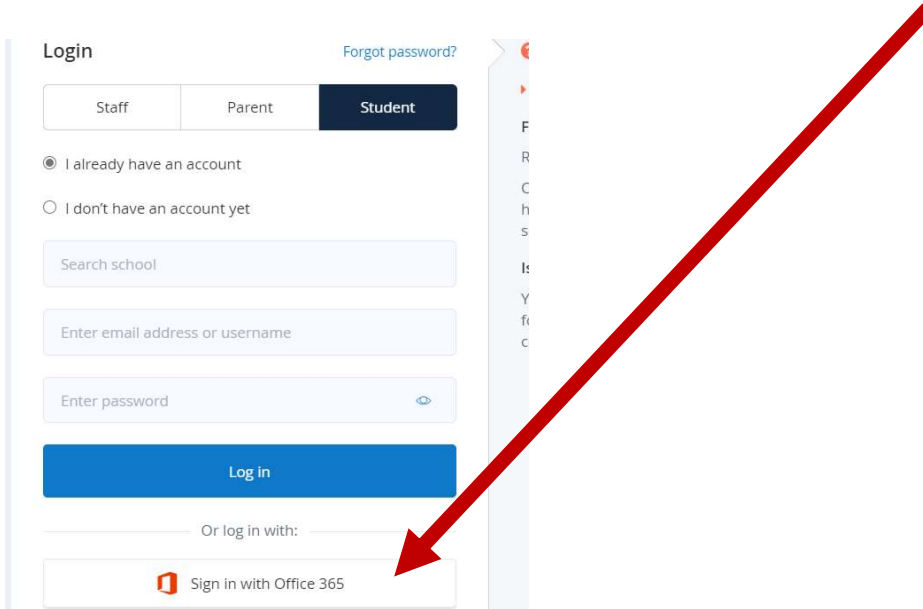
a. Click 'Log in' (in the top right of the screen)



b. Click Students in the box in the centre of the screen



c. Go to the bottom and click on 'Sign in with Office 365' (there is a red icon)



d. You may have to reinput your email and password as in step 1.

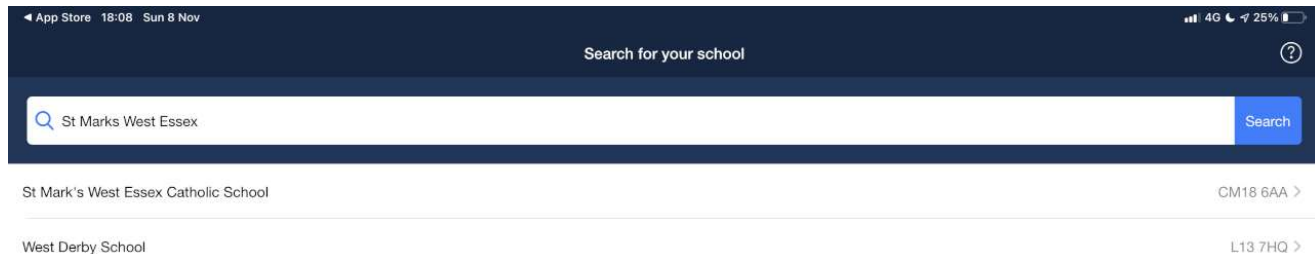
But once you have done this once, the computer will remember you.

Logging into Showmyhomework from a mobile phone / tablet

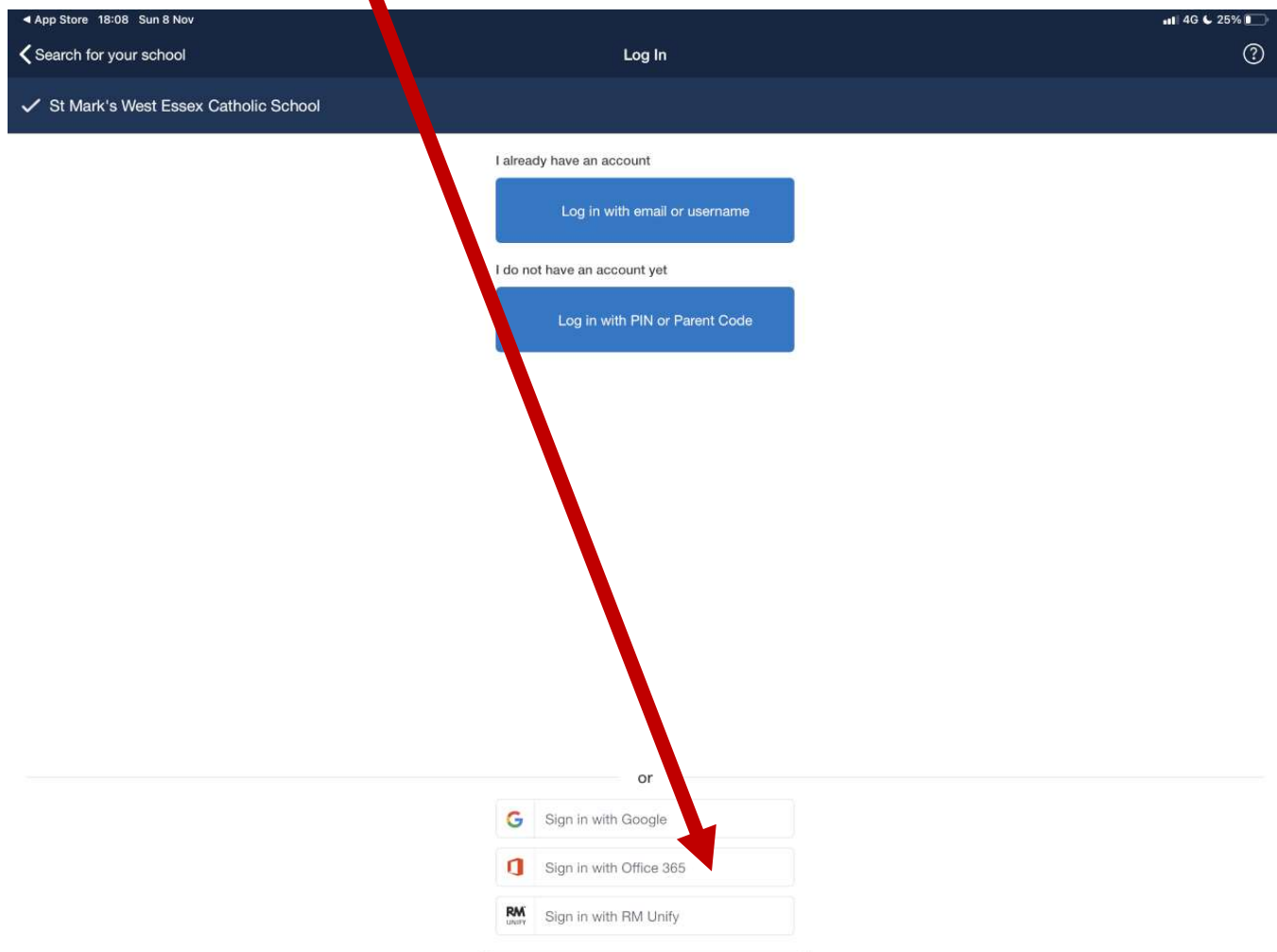
Install the Satchel One App on your phone or tablet.



a. Type in St Marks West Essex and our school should come up.



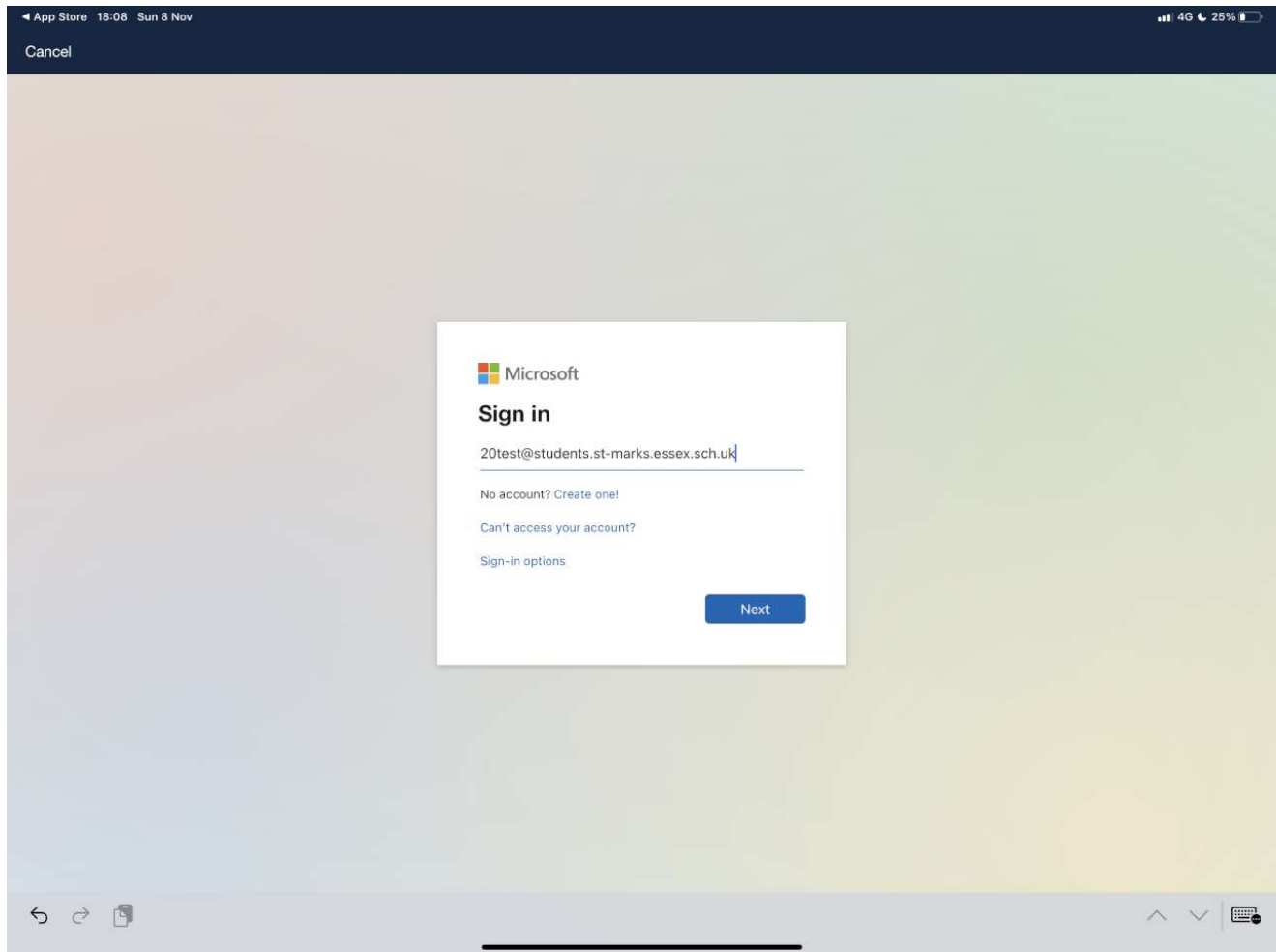
b. Ignore the blue button saying 'Log in with email or username'. Go to the part of the screen where it says 'Sign in with Office 365'



d. Put in your school email address and password:

Email: SCHOOL COMPUTER USERNAME @students.st-marks.essex.sch.uk

Password: THE ONE YOU USE TO ACCESS COMPUTERS IN SCHOOL



That should get you up and running, but if you have any issues, get in touch with Mr Manzaroli (t.manzaroli@st-marks.essex.sch.uk).