365

☐ **https://www.office.com**

You will need to use 365 to access the school applications (Apps).

USEFUL LINKS from the school website
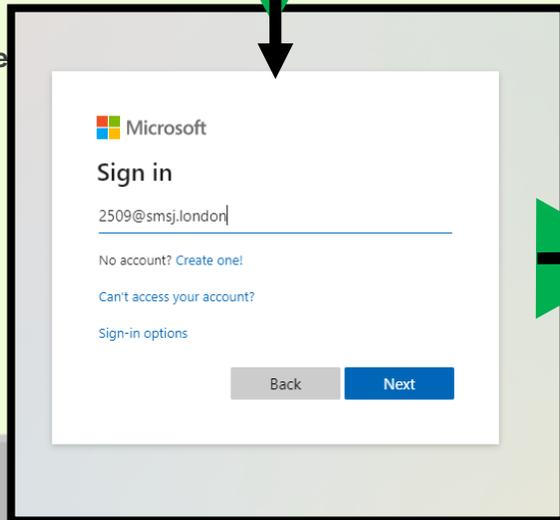You can access resources from the school website too.

Parents Evening Online Booking System
Mathletics
Parent Pay
KS1/KS2 SPaG
Linguascope
Kerboodle
GCSEpod
School Calendar
Newsletters
Classcharts
Kooth
Staff Page
Office 365

Parents Evening Online Booking System
Mathletics
Parent Pay
KS1/KS2 SPaG
Linguascope
Kerboodle
GCSEpod
School Calendar
Newsletters
Classcharts
Kooth
Staff Page
Office 365

STEP 1: Look for the link icon.

Then on the drop down menu choose Office 365**.**

STEP 2: Log into your account using the given username for example. Joe Smith was given a username 2509.
His username is 2509@smsj.london

Microsoft
Sign in
2509@smsj.london
No account? Create one!
Can't access your account?
Sign-in options
Back   Next

Microsoft Office Home

https://www.office.com/?auth=2

St Mary's and St John's CE School   Office 365

☐ **YOUR EMAIL is your username (4 digit number)@smsj.london**

Outlook

Use REPLY ALL when

You have access to your Email here.

Your email name is the four digit number with the SMSJ extension.

2509@smsj.london

☐ **NOW YOU HAVE ACCESS TO THE APPS**

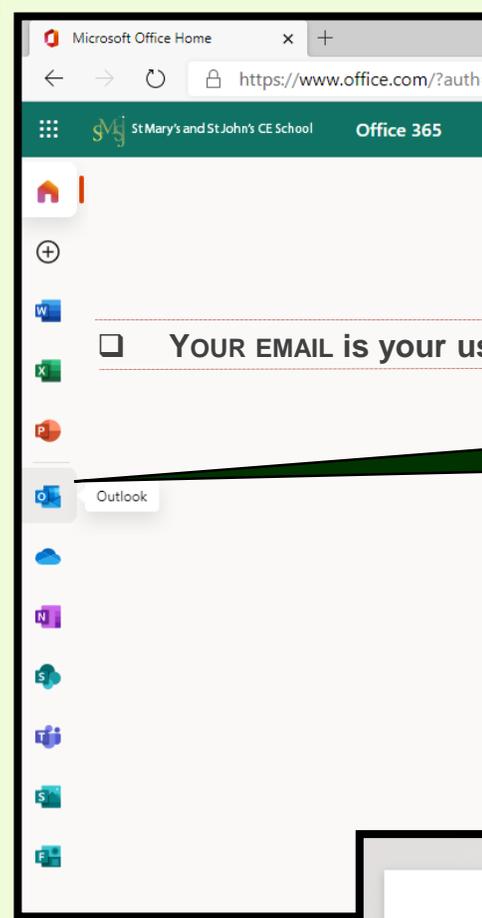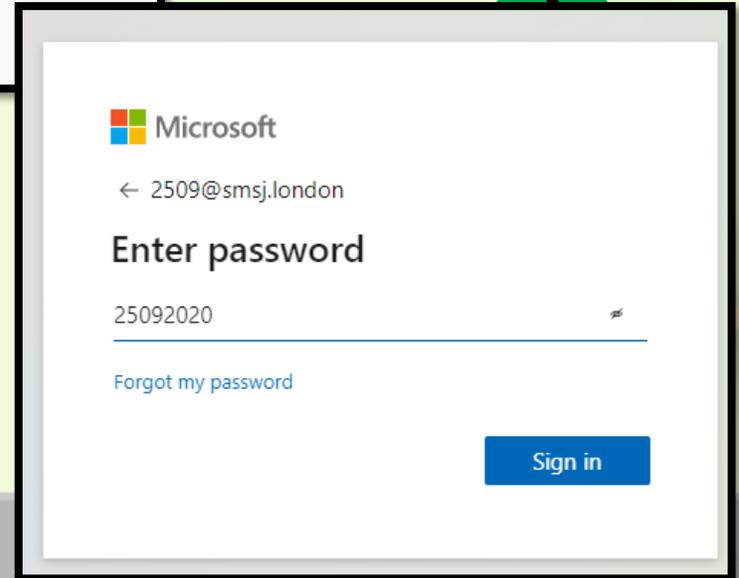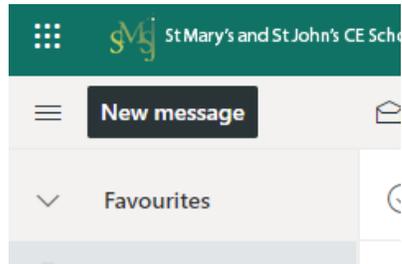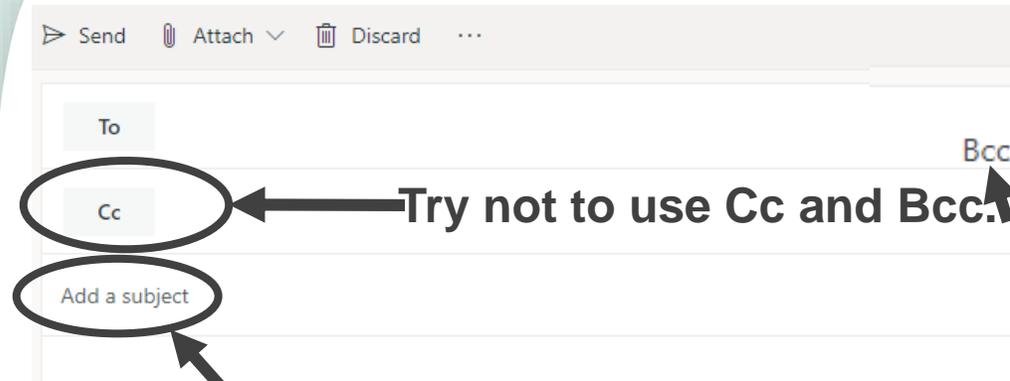You can click on the apps to use them

☐ **CHECK THE CHARACTERS YOU ARE TYPING BEFORE SIGN-IN**

STEP 3: use the given password. That will be an 8 digit number.

25092020

Then press SIGN IN

Microsoft
← 2509@smsj.london
Enter password
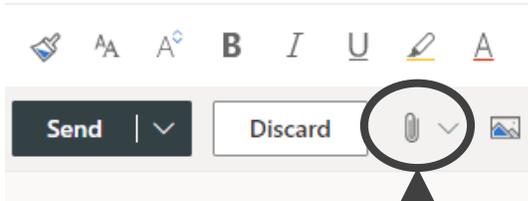25092020
Forgot my password
Sign in

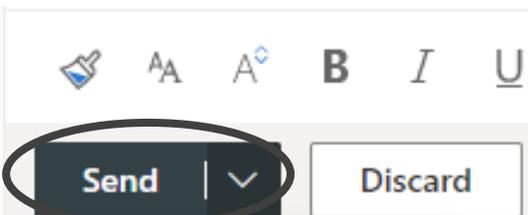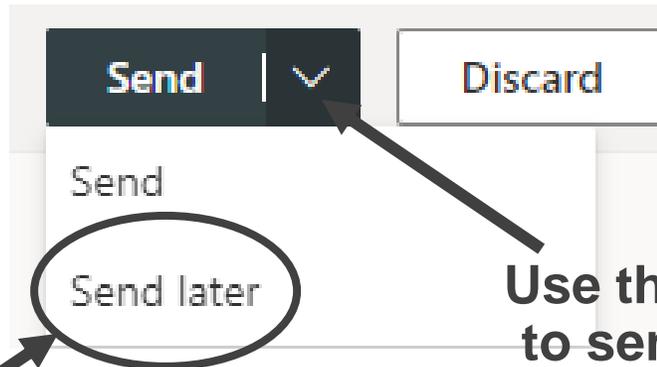**To write a new email.**

Try not to use Cc and Bcc.

Sensible subject line.

To attach a file.

To send your email.

Use the arrow to send later

You send the email when you want to, does not have to be immediately.

Using SMSJ Email

Email Etiquette

What your email address says about you

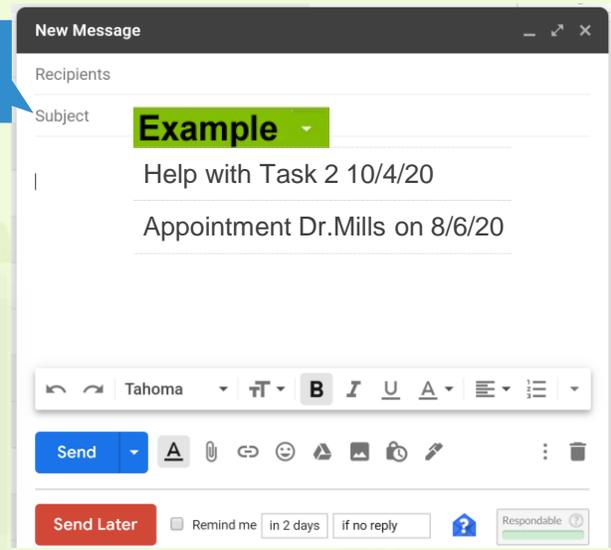To the billions of strangers on the internet, your email address is your identity.

superspicy@gmail.com

Tips for Better Emails

Reply quickly.
You do not have to live and die by your email box, but when something's important, do not let it sit in your email box too long.

24 HOURS — Aim for a 24-hour response policy.

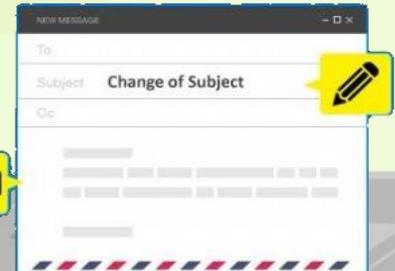If you need more time to address the issue, it is polite to send a quick message back.

Example: "I received your email; I am working on it and will reply in more detail later. Thank you."

Spell check is not always enough.

ABC ✓

Re-read before sending. Twice.
This will help you catch typos and make sure you have addressed everything – in 5 sentences or 150 words.

Write with a respectful tone.
Do not use emoticons, unless you know the person very well, and know you can use a relaxed style.

:) :D :p

Avoid writing just how you speak. **Use a formal tone.** *Do not* use **CAPITAL LETTERS.**

Be mindful of REPLY ALL, CC and BCC. Make sure you are sending the message only to people you intend to receive it.

INBOX
John Smith (john@wiht.com)
To Recipient
me
The Boss
IT-gr...
↩ Reply
↩ Reply All ✓
↪ Forward

Use REPLY ALL when everyone needs to see your message.

Avoid using REPLY ALL to let people know what you are doing.

Start a new subject thread if email conversations start to get too long. **If the conversation changes, the subject should change.**

NEW MESSAGE
To
Subject Change of Subject
Cc

Keep Subject Lines Short and to the Point

Use logical keywords in subject lines

New Message
Recipients
Subject **Example**
Help with Task 2 10/4/20
Appointment Dr.Mills on 8/6/20

Tahoma | B I U A | ≡ | ≣
Send | A 📎 🔗 😊 ☁ 🖼 🕐 🖊
Send Later | Remind me in 2 days if no reply | Respondable

Email content should be Short and Direct

A rule of thumb is **about 150 words**

Treat all email responses like SMS text messages, written in formal English. Use a set number of letters per response (150). If it's too hard to count letters, we count sentences instead; stick to 5 sentences.

Write concisely, with proper grammar.