




# Student Email



Type your school user name and password.

User name:

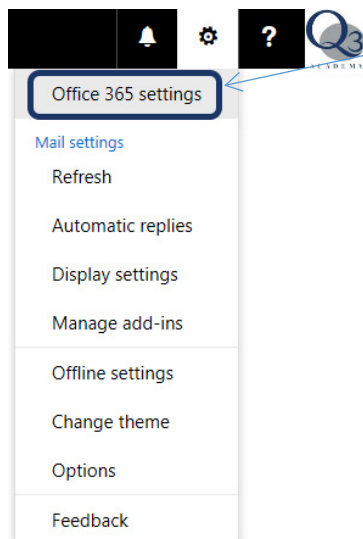
Password:

[Sign In](#)

Go to the Student Email link from the Q3 Academy website or visit <https://outlook.com/q3academy.me>

Log in using your school logon details.

You can only logon to this service using your Academy computer account and password.  
By logging on you are agreeing to abide by the Q3 Academy ICT Policy.  
Note that this account, your actions, files and messages sent could be monitored.  
Please respect this service.  
Please report any problems to the ICT Department.  
Do not share your username or password with anyone.  
For instructions on how to set up email on a mobile device, [click here](#)



Once logged in, click on the settings 'cog' in the top right hand corner and select Office 365 Settings

Click on Software – Install and manage software.

## General

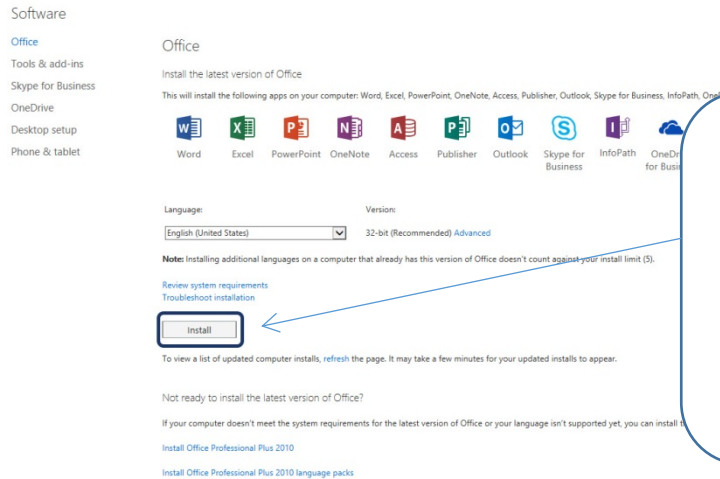
Theme  
Choose your favorite theme. Default theme

Start page  
Change where you land when you sign in. Set your start page

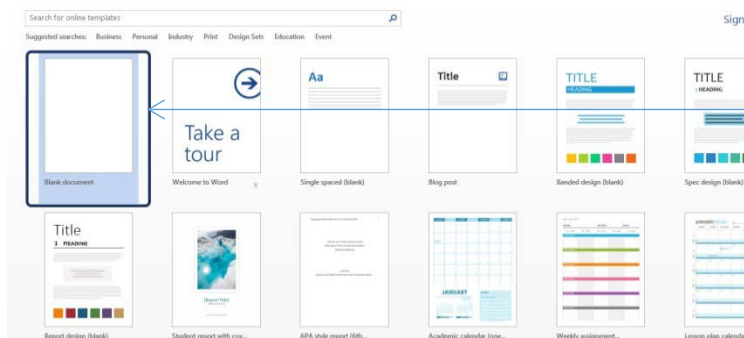
Notifications  
Decide which notifications you need. On

**Software**  
[Install and manage software.](#)

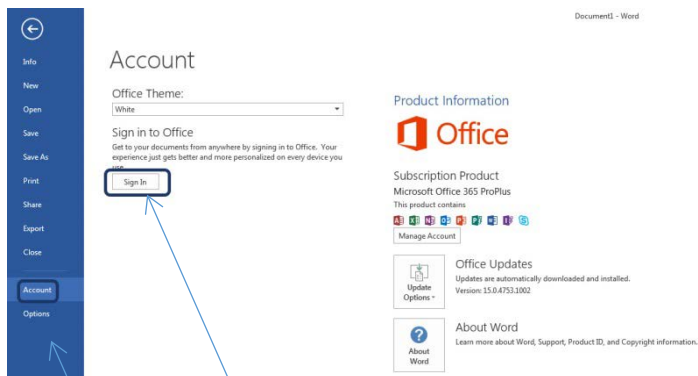
Password  
[Change your password.](#)



Click on Install. This will download and begin installing Office 365. Follow the onscreen instructions through to complete the install.



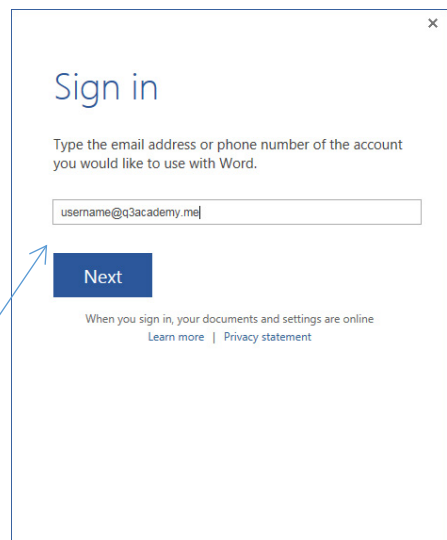
Once installed, open an Office Application (for example, Word) and open a blank document.



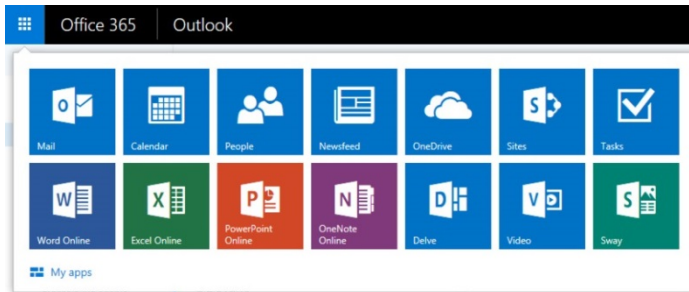
Click on Account and select Sign In.

When prompted, enter your school email address and password ([username@q3academy.me](mailto:username@q3academy.me))

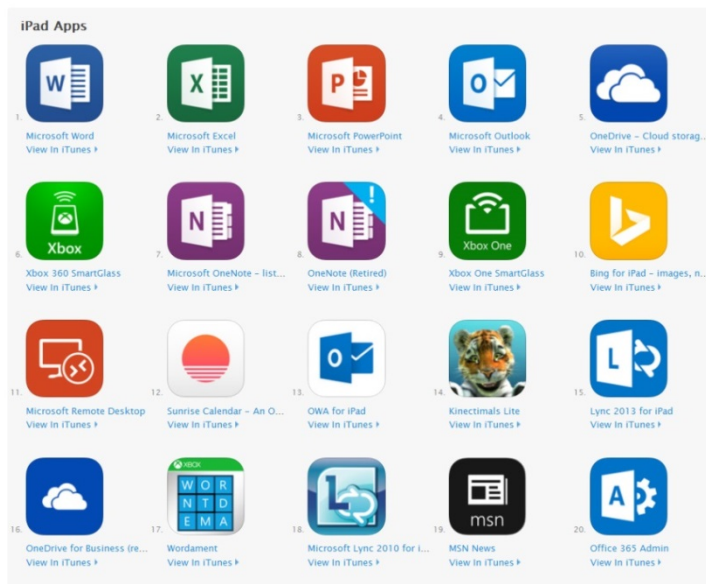
You are permitted to register up to 5 devices as long as you are a student at Q3 Academy



You can also access most of the Office applications online by clicking on the tile in the left hand corner once you have logged in to your email account:

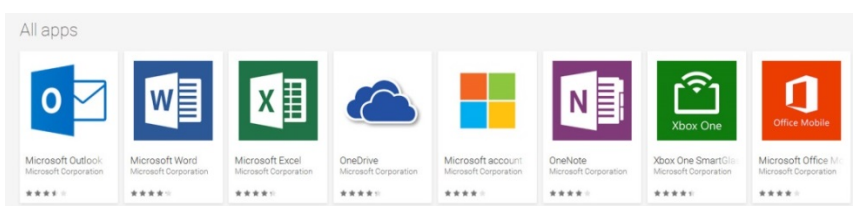


Office Applications are also available for iOS Devices. Once installed you will need to register them using your email address ([username@q3academy.me](mailto:username@q3academy.me)) and school password.



<https://itunes.apple.com/us/developer/microsoft-corporation/id298856275#>

Office Applications are also available for Android Devices. Once installed you will need to register them using your email address ([username@q3academy.me](mailto:username@q3academy.me)) and school password.



[https://play.google.com/store/apps/dev?id=6720847872553662727&hl=en\\_GB](https://play.google.com/store/apps/dev?id=6720847872553662727&hl=en_GB)