



## First year students of the class of 2020

So what have you done so far?

- Received a text message.
- Found our website online.
- Clicked on the first year link.
- & Downloaded and opened this document.
- 

So a big



to you

So what's next now that you got this far???

We have set up an email address for you, as you are now members of our school community and we would like to be able to send you messages from time to time. Normally we would have had a meeting in the school with you and your parents and we would have explained loads about the school. Unfortunately, this guy  arrived on the scene and we had to close the school in March and have been unable to open since.



In our school we have an organisation email that everyone shares. It ends in [@salesianscelbridge.com](mailto:@salesianscelbridge.com). When students enter the school they are given an individual email address just for them and it starts with the year you entered the school as a first year, so your email address will begin with 20 the next part is your name eg mkerins So if I were joining you guys as a

first year in August my email address would be

[20mkerins@salesianscelbridge.com](mailto:20mkerins@salesianscelbridge.com)

Your email address will be the same.

Next you will need a password. We have set the password for all first year students at **Welcome1** when you enter this password you will be asked to reset it to a secure one that only you know.

Your password must have:

- At least 8 characters
- One capital letter
- One lower case letter
- One number
- Write down your password before you enter it so you have a record of it. If you forget it, you won't have access to your account.

Welcome1 →

New Password →

New Password →

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

---

New password

---

Confirm password

---

Sign in

Some of you might be familiar with Microsoft Office already but my guess is that the majority of you are more familiar with Snapchat and Instagram than outlook and OneDrive. So I will explain a little about it.

MS Office contains a raft of useful applications that you will use over the course of your time in Salesian College. Some of you may already be familiar with the Teams App if your Primary School used it to share lessons with you during the lockdown. You now have full use of all the apps as a student in the school.



So how do I get to this email account that you go on about???



It's really easy!!  
Just follow the steps below.

- (1) Google the address below to get to the Salesian College home page  
[www.salesianscelbridge.com](http://www.salesianscelbridge.com)



- (2) Select the Salesian College home page.

Salesian College: Home

Home - Salesian College. ... Welcome to Salesian College.

- (3) Scroll down the home page until you see the Office 365 Login icon and click on it.



Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Sign-in options



- (4) Enter your email address in the space provided and click next

- (5) Enter the common password, for everyone: **welcome1** (Cap W)  
You will be able to see your email address here  
(Sorry Alex I needed to open an account for these images and I picked yours. Welcome to Salesian College by the way)



← 20alynch@salesianscelbridge.com

Enter password

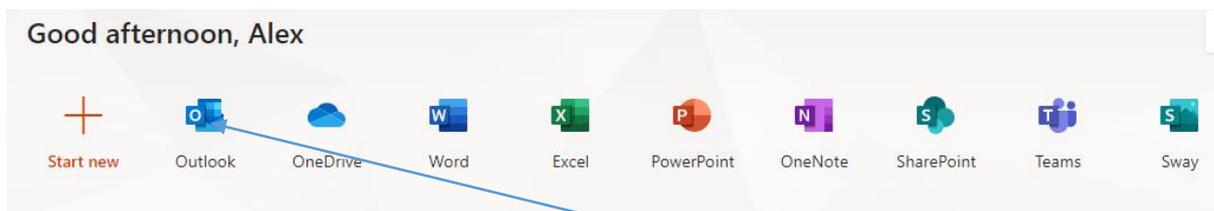
Password

[Forgotten my password](#)



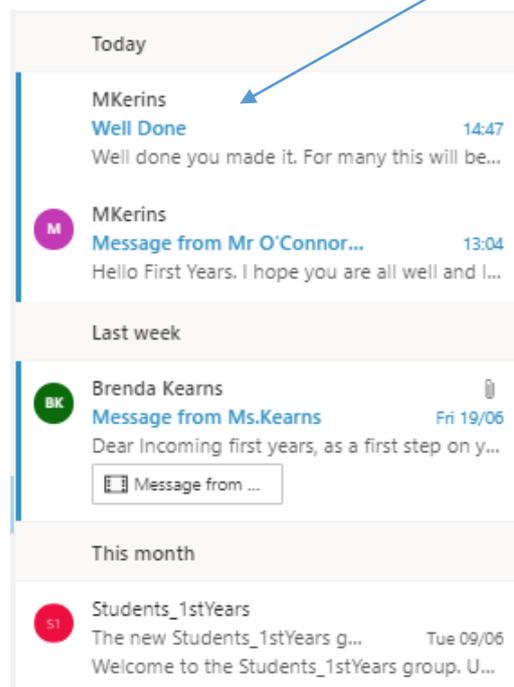
- (6) You now have to reset your password to keep your account secure remember minimum of 8 characters, higher case and lower case letter and a number.

(7) Now you have access to your office 365 account and you have the full use of all the applications in it.



(8) Click on the outlook icon to take you to your email account. There are a few emails waiting for you. Just to say hello before we meet in August

- One from me.
- A short video message from the School Principal Ms. Kearns
- A short message from your Year Head Mr. O'Connor
- They will look like this.
- You are all in a group called **Students\_first years**
- Click on the group to access your emails
- It will look like this when you open it.



(9) Just in case you have any difficulty in accessing your account you can get in contact with me at: [mkerins@salesianscelbridge.com](mailto:mkerins@salesianscelbridge.com) and I will be able to help you out. You shouldn't have any difficulty.



**Good  
Luck**