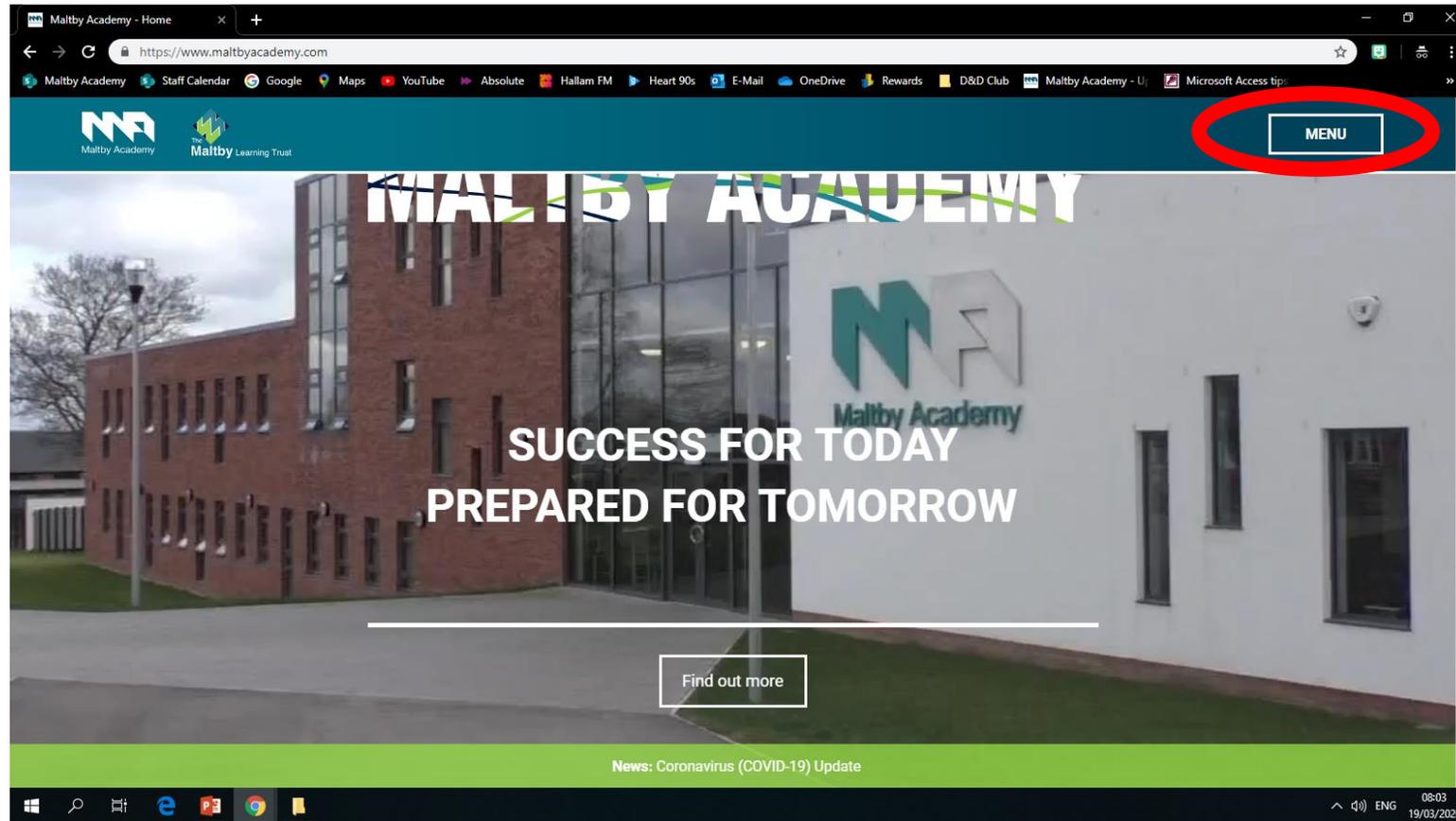


Accessing Outlook to Email

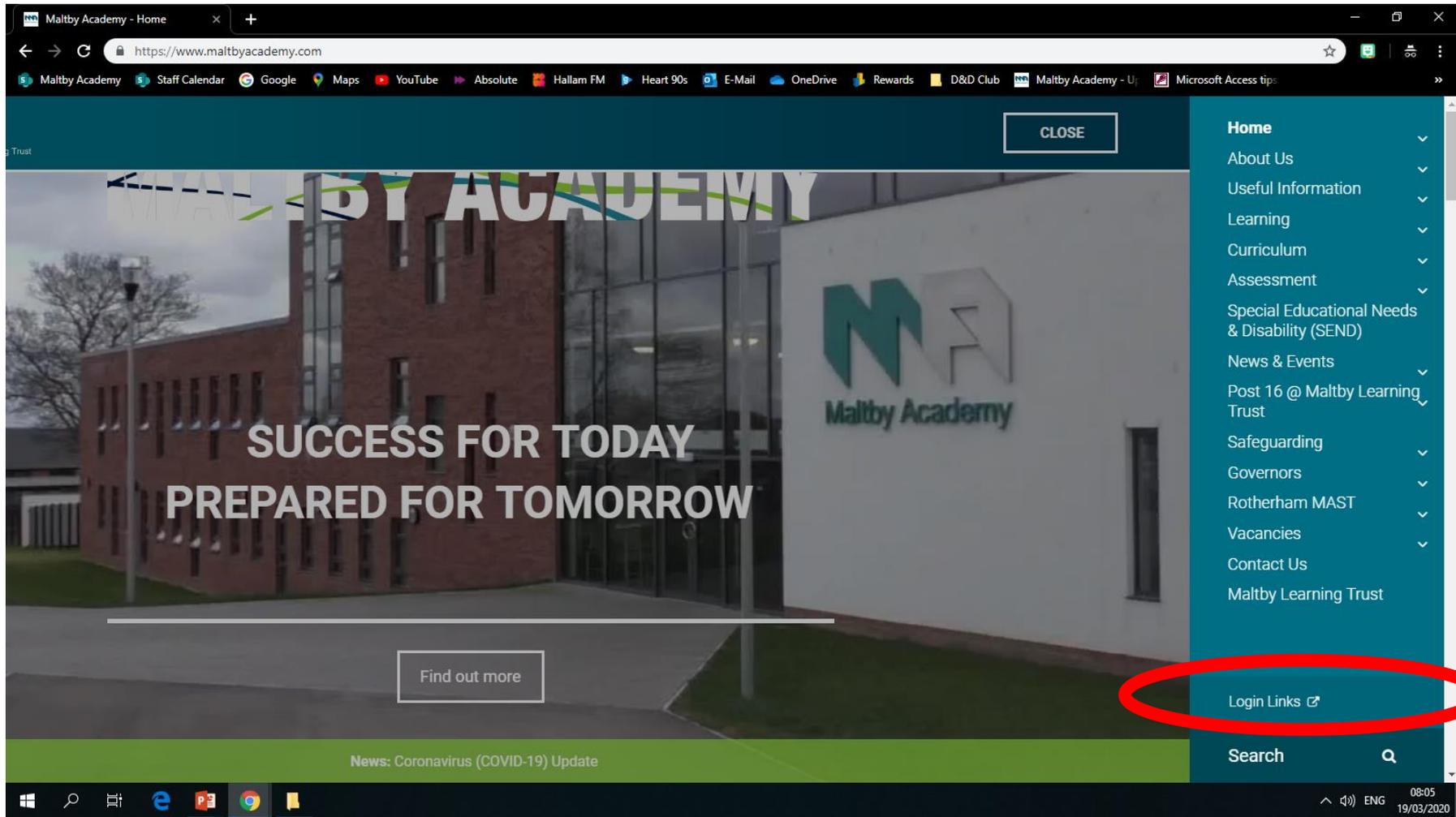
Accessing work provided by teachers online.

1. Go to the Maltby Academy website

- <https://www.maltbyacademy.com> Click on Menu.



2. Head to 'Login Links'



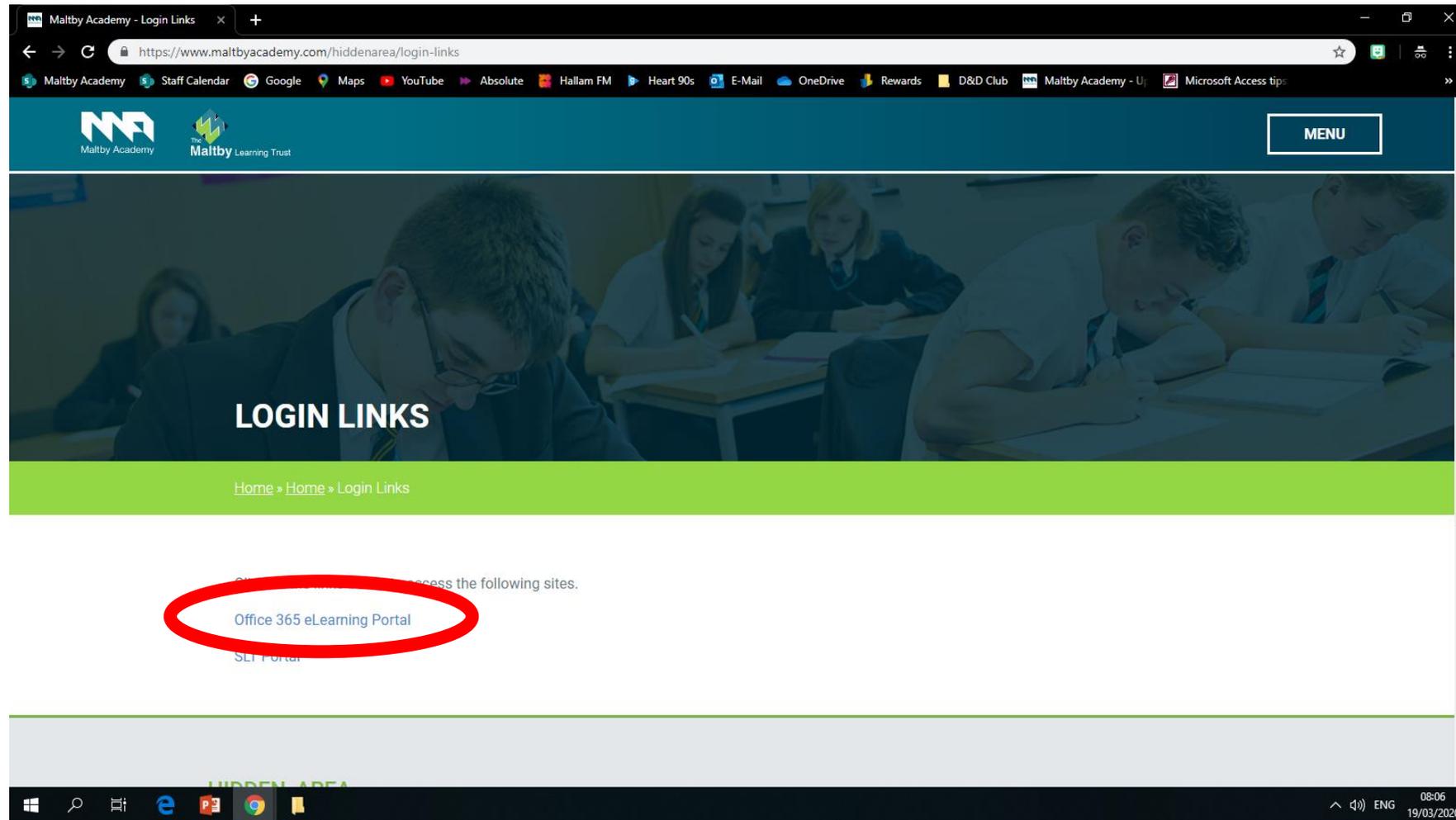
The screenshot shows a web browser window displaying the Maltby Academy website. The browser's address bar shows the URL <https://www.maltbyacademy.com>. The website features a large banner image of a school building with the text "SUCCESS FOR TODAY PREPARED FOR TOMORROW" overlaid. A "Find out more" button is visible below the banner. On the right side, a navigation menu is open, listing various site sections. The "Login Links" option at the bottom of the menu is circled in red. The Windows taskbar at the bottom shows the date and time as 08:05 on 19/03/2020.

Navigation Menu:

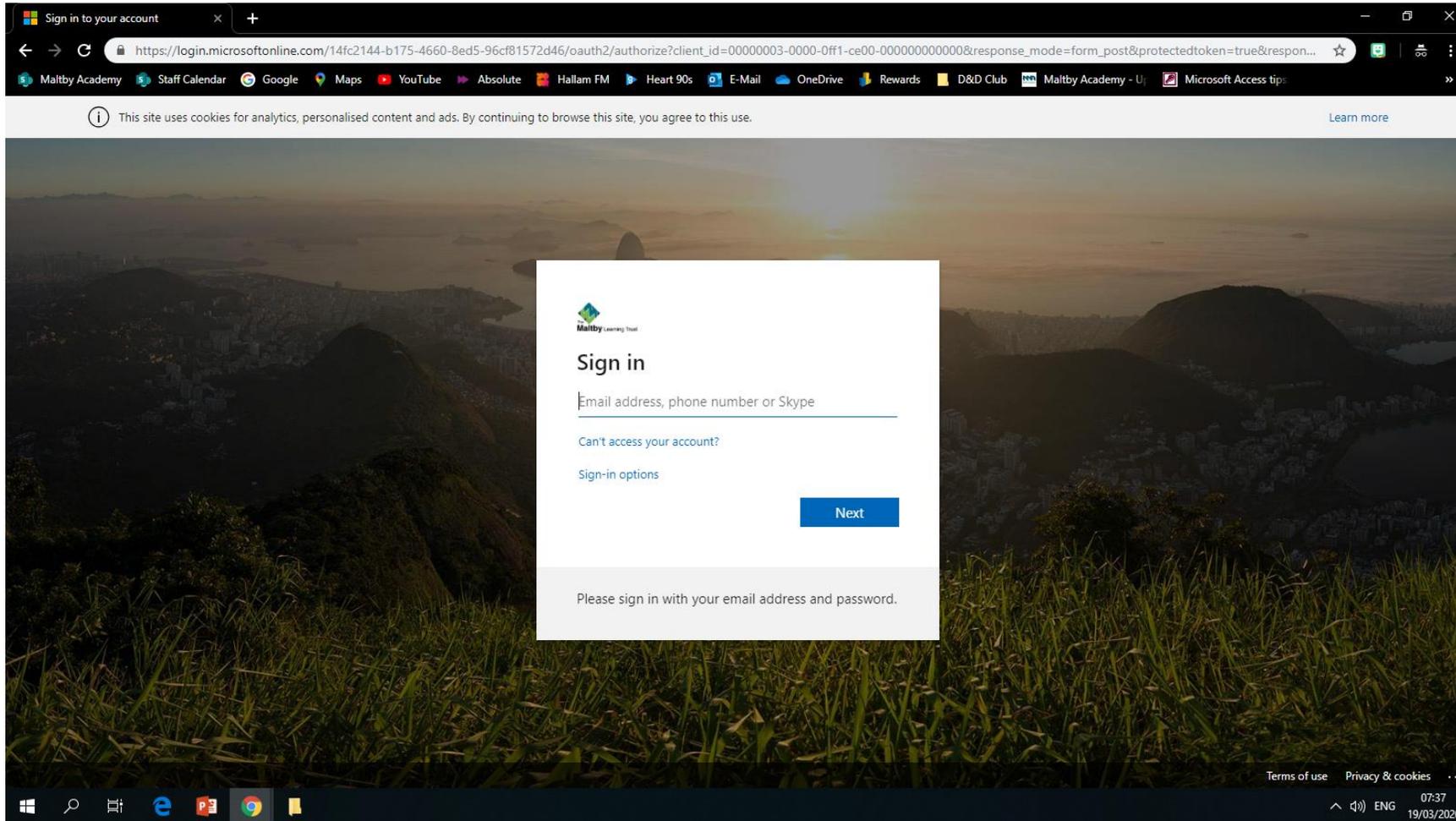
- Home
- About Us
- Useful Information
- Learning
- Curriculum
- Assessment
- Special Educational Needs & Disability (SEND)
- News & Events
- Post 16 @ Maltby Learning Trust
- Safeguarding
- Governors
- Rotherham MAST
- Vacancies
- Contact Us
- Maltby Learning Trust
- Search

Highlighted Link: Login Links

3. Click the Office 365 Learning Portal Link



4. Sign in



2. Sign in with your Maltby Academy Email

- **Year 7 and 8**

- **FirstName.Surname@maltbyacademy.com**

- **Year 9, 10, 11**

- **FirstName_Surname@maltbyacademy.com**

- **Sixth formers depending when you started at MA you could be either so try both if one doesn't work.**

3. Use your usual Maltby Academy Password to sign in.

Sign in to your account

Sign In

https://adfs.maltbyacademy.com/adfs/ls/?client-request-id=7b5c417f-2719-47ec-bf8b-02af66283d4f&wa=wsignin1.0&wrealm=urn%3afederation%3aMicrosoftOnline&wctx=LoginOptions%3D3%26ests...

Maltby Academy

Staff Calendar

Google

Maps

YouTube

Absolute

Hallam FM

Heart 90s

E-Mail

OneDrive

Rewards

D&D Club

Maltby Academy - U

Microsoft Access tips

Web links

Parents

Subjects

MLT

Students

Business & Finance

Staff

Governors

Calendar

Help Desk

Email

Office 365

Maltby Academy

Sign in with your organizational account

dhastia@maltby.academy

Password

Sign in

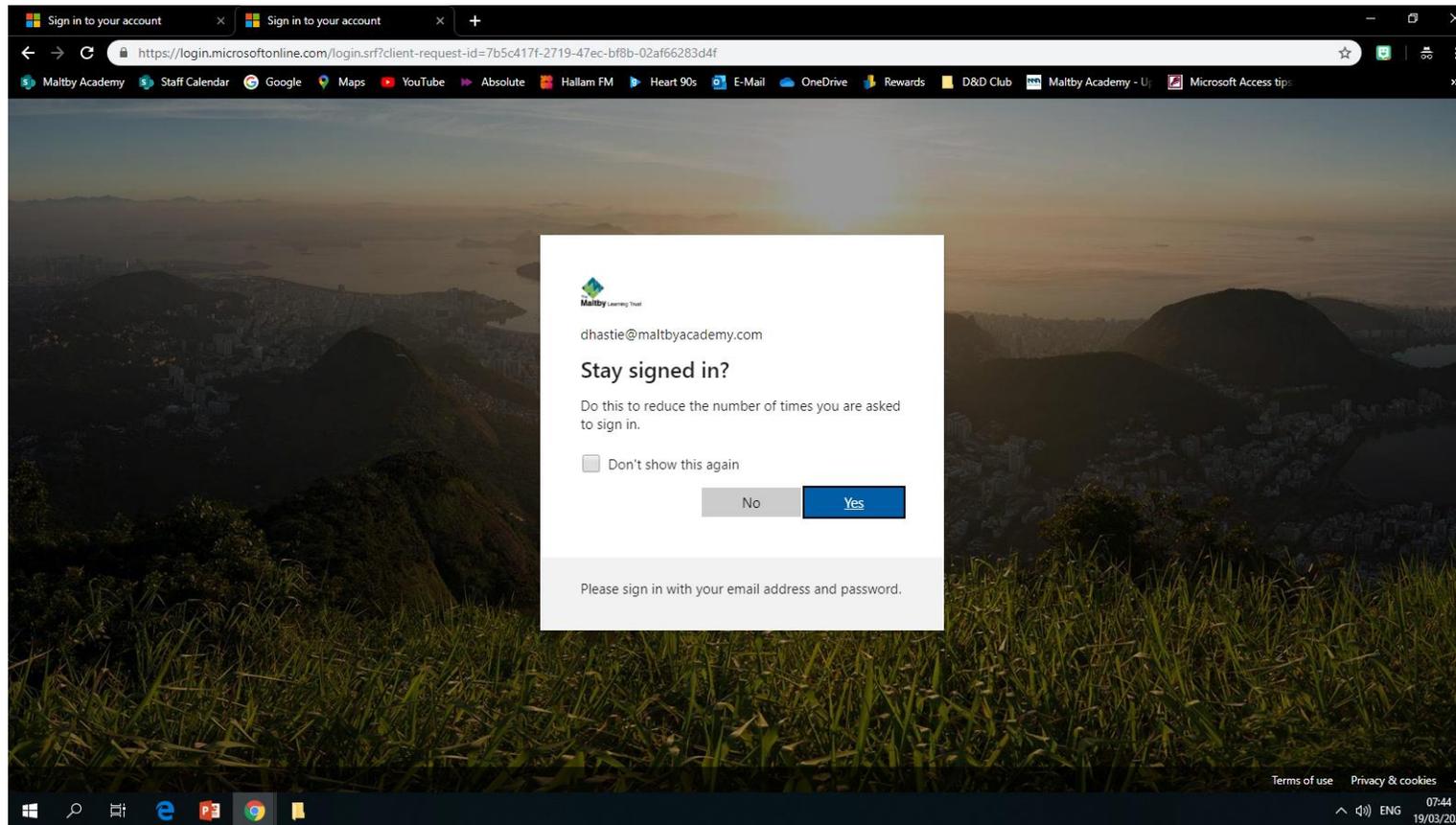
The

© 2013 Microsoft

07:42
19/03/2020

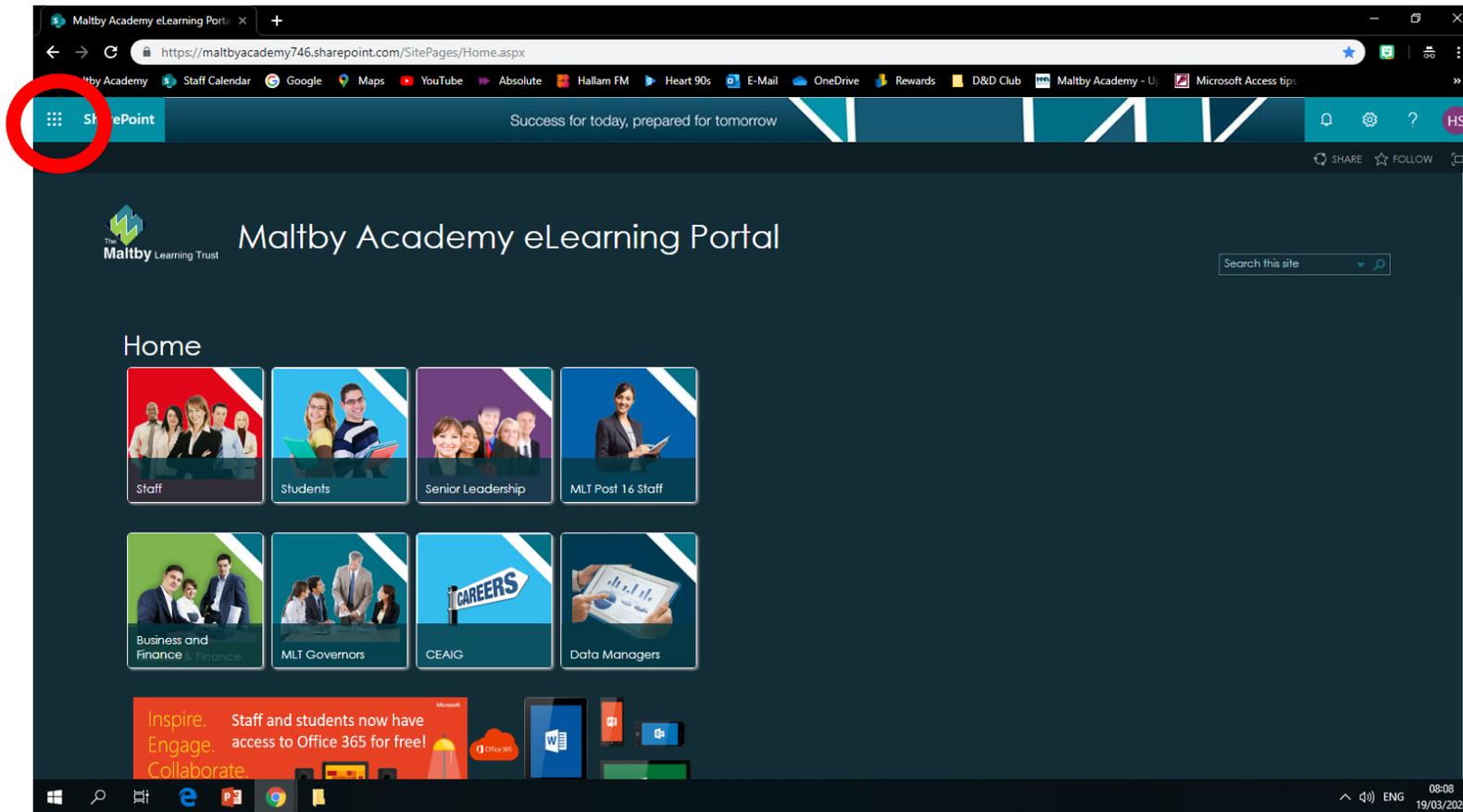
4. You can have your device remember your information if you want.

- Yes if the device is yours. No if it is not.

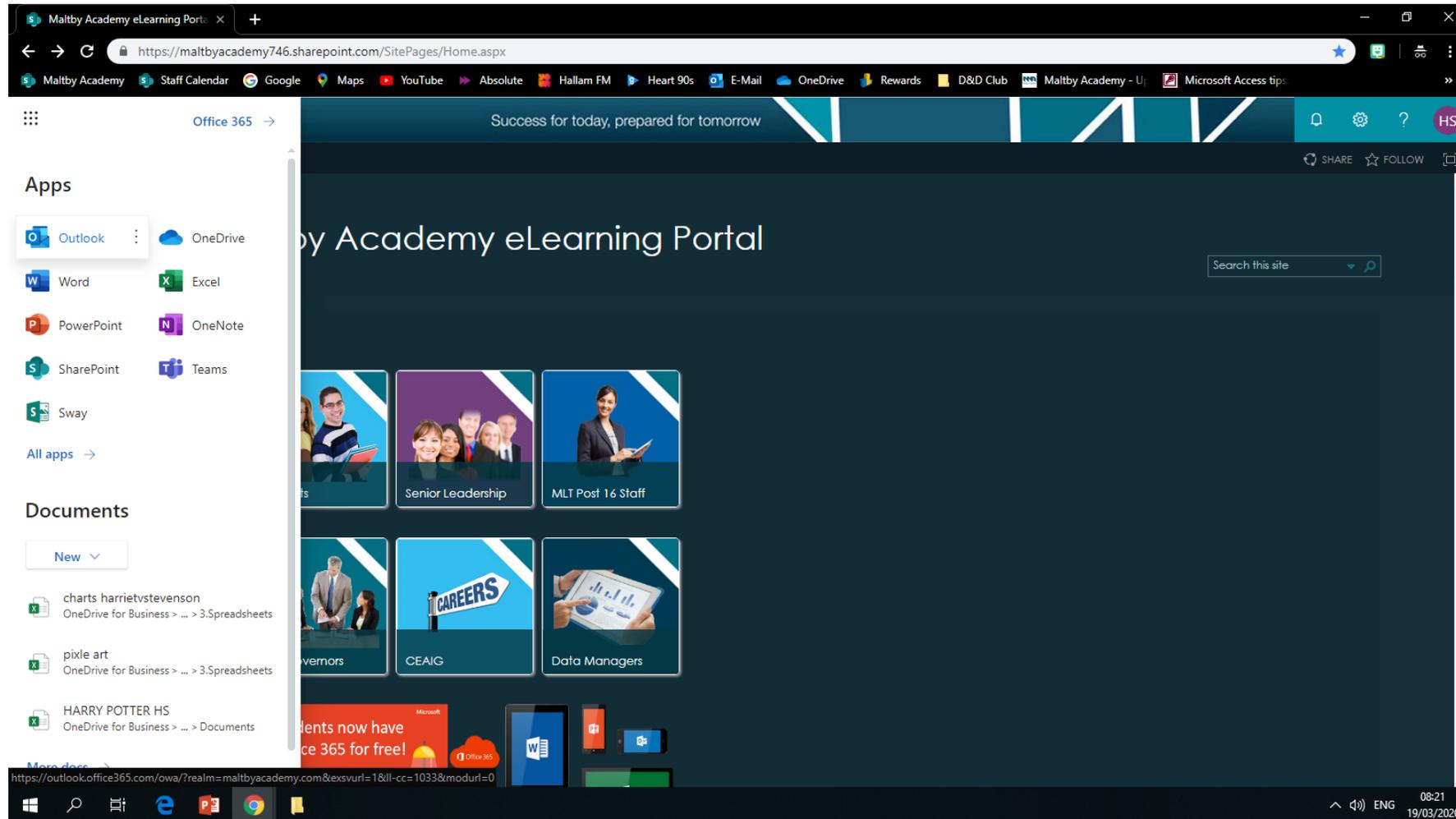


5. You should now be on the Maltby Academy Portal.

- Click on the waffle top left

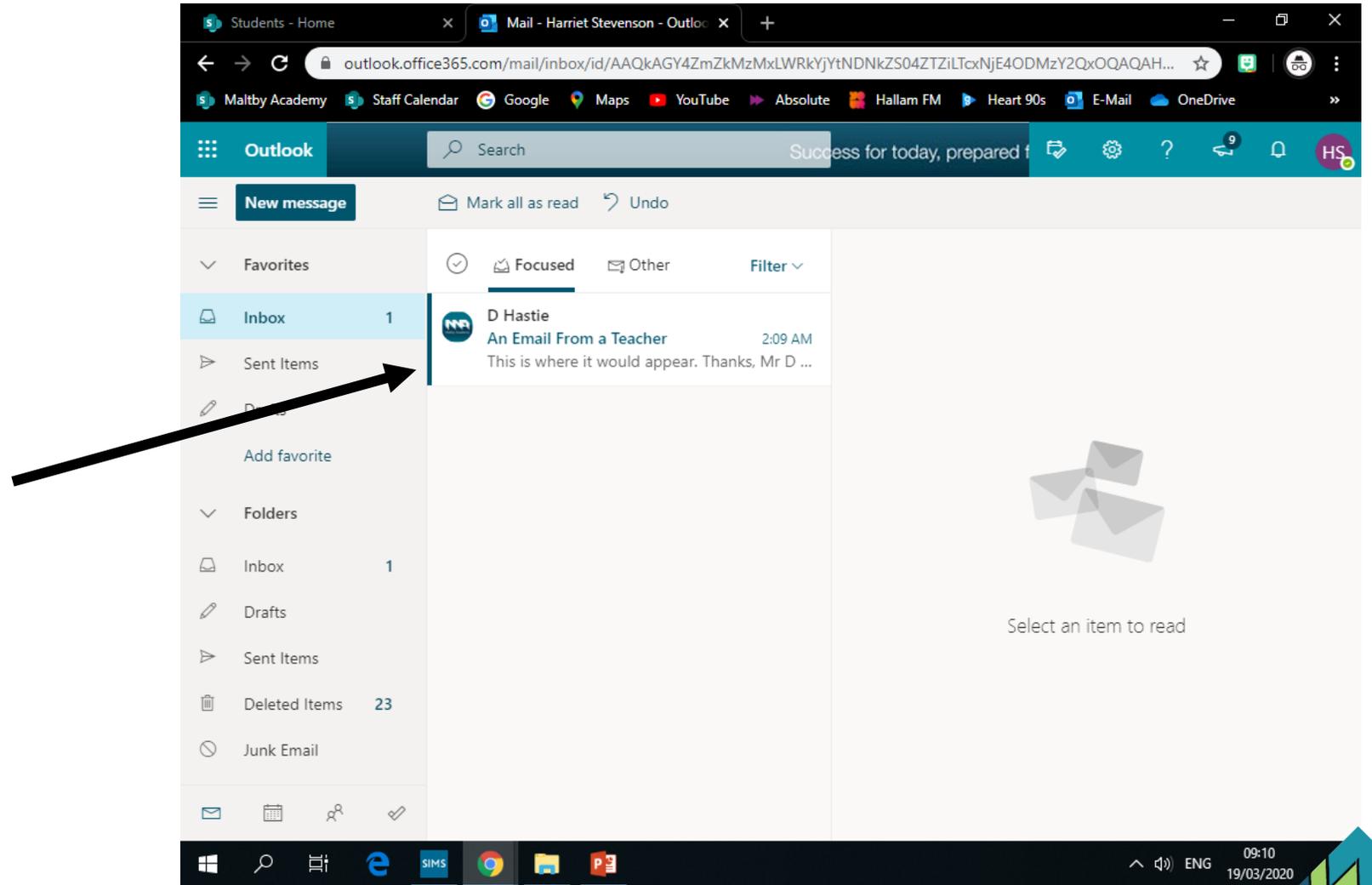


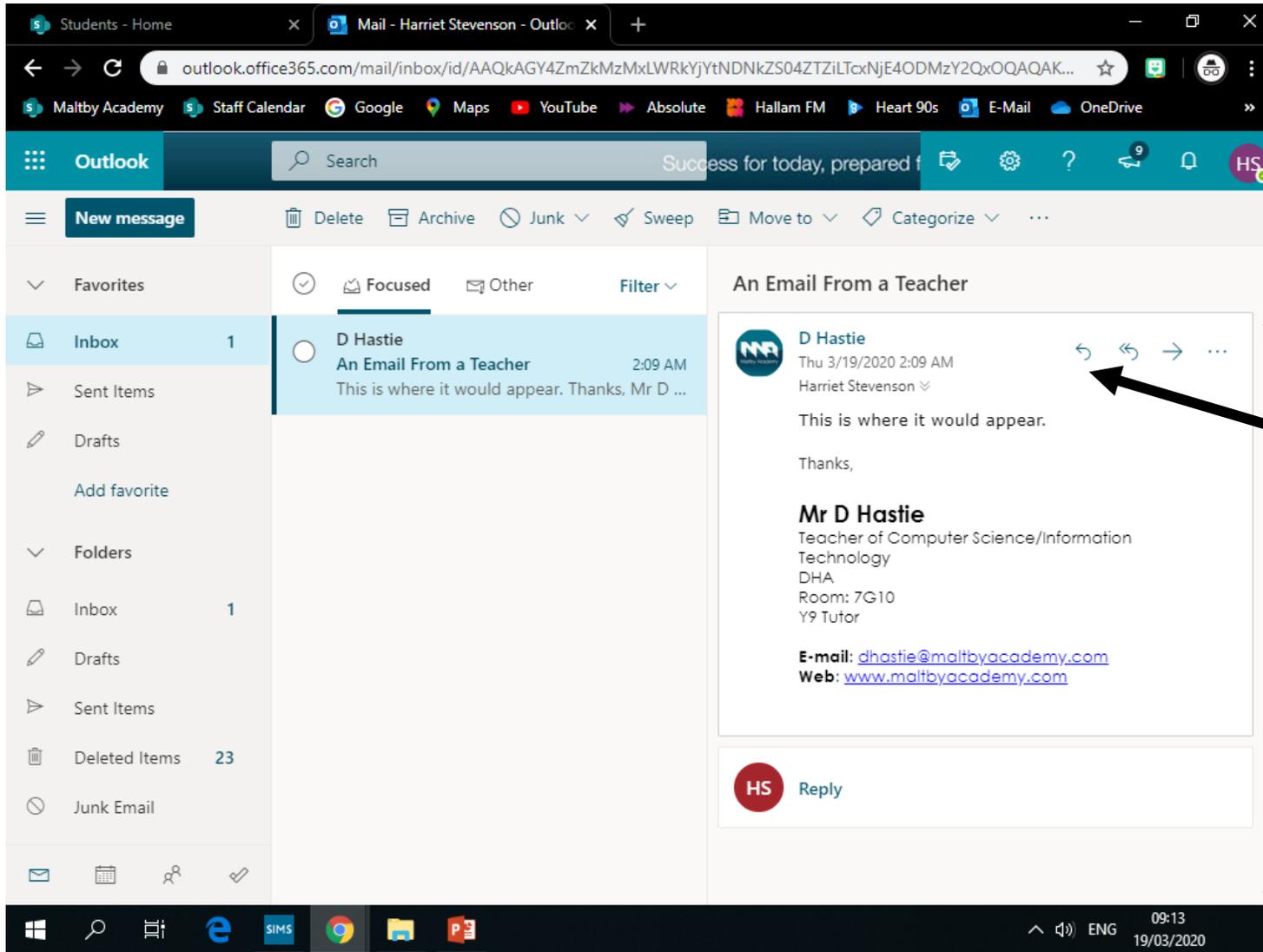
6. Click on Outlook.



7. Your E-mail Inbox

Emails from teachers will appear here.





8. You can view the email, then reply to the teacher if you need to.

10. If you type the teacher's surname into the TO box, their email should come straight up

