

## Student Email

All students now have access to their own @hthacademy.org.uk email address. To access; type <http://www.outlook.com/hthacademy.org.uk> in your browser or visit the school website and follow the links in the useful links section.

Once the outlook page has opened student should log in with same credentials they use for the academy network but add “@hthacademy.org.uk” to the end of their username.

## Free Software

We are now able to offer all students a copy of Microsoft Office 365 ProPlus for **free**! Another great benefit of being a student at Hull Trinity House Academy, part of School Partnership Trust Academies.

## How to download

To do this students need to log into their email (as above). Once logged in a notification should appear informing you that you can install the software with a link in the notification. If this does not appear click the **settings icon** (cog in the top right), click **Office 365 Settings**, Click **My Account**

Included with this install are the full applications and are available for use offline. Students can install on up to 5 different machines using Windows or OSX. Students also receive 1Tb of online storage space through Microsoft OneDrive which can be accessed anywhere with an internet connection meaning no more risk of losing work on flashdrives.

The following applications are included within the PC version:

- Microsoft Word 2013
- Microsoft Excel 2013
- Microsoft PowerPoint 2013
- Microsoft OneNote 2013
- Microsoft Access 2013
- Microsoft Publisher 2013
- Microsoft Outlook 2013
- Microsoft Lync 2013
- Microsoft InfoPath 2013

## How does the licencing work?

Students are required to sign in with their network login details, this validates the licence for use and the software will check the licence is still valid every month so an internet connection is required. This licence will remain active until a student leaves The Academy. At this point the licence will be revoked.

## School Partnership Trust

Sign in with your organizational account

Sign in

