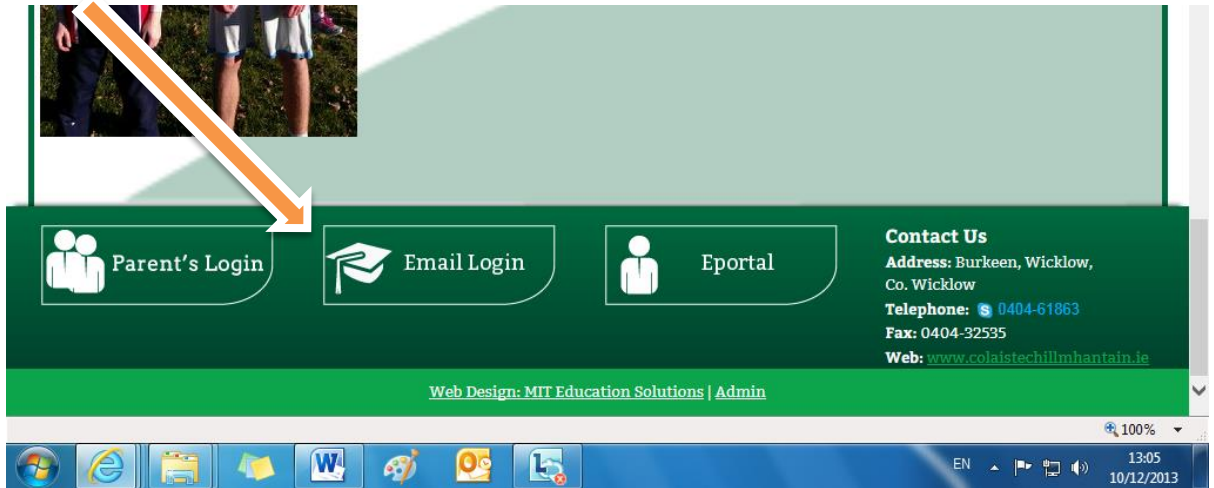
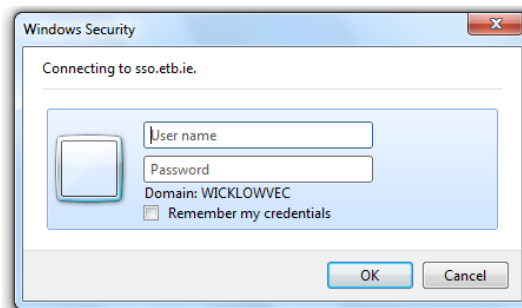


# How to log into Student/Staff Email.

1. Open school website [www.Colaistechillmhantain.ie](http://www.Colaistechillmhantain.ie) on any device/computer.
2. Scroll down to the bottom of the Home page and click the email logo.



3. This will take you to the email login page. Enter your school email address and your password. The passwords are on the sticker given out by your tutor with your computer login details for the school network. Stickers were given out at the start of the year by your tutor. The sticker is on the first page of your journal. (If you do not have a sticker, ask your tutor).



4. Press enter. Your webmail client will open.

When your webmail opens you can start viewing your emails and sending new emails. Click on the inbox link to view received emails

To send a new email, click the new mail link.

