Office 365

Dear Parents

As part of the scaling up of our online resources, we have moved all pupil email to Office 365. This change will significantly increase storage capacity for pupils, and improve availability and performance.

Now the mailboxes have been moved, pupils will need to remove and re-create the connection on their devices, and we ask if you could please help them with this. The process is very simple but we have included some instructions for Android and iOS below for your convenience.

Pupil email continues to be available online by browsing to https://www.office.com, sign in with the school email address and password and clicking Outlook.

Apple smartphones and tablets

1. Go to Settings
2. Select Passwords and Accounts
3. Select Eastbourne College Mail
4. Select Delete
5. Select Add Account
6. Select Microsoft Exchange
7. Enter your school email address and password

Android smartphones and tablets

1. Open Mail
2. Open settings with the Mail application
3. Select existing EC Mail account
4. Scroll to bottom and click Delete
5. Go back to mail and click account name on the top left
6. Select Add
7. Select Exchange
8. Enter email address and password
9. Agree to login to Microsoft 365
10. Enter your school email address and password

We are here to help. If you have any problems with email or any other Eastbourne College IT system, please email [redacted] or telephone [redacted].

With best wishes
Joseph Burge
Head of Information Services