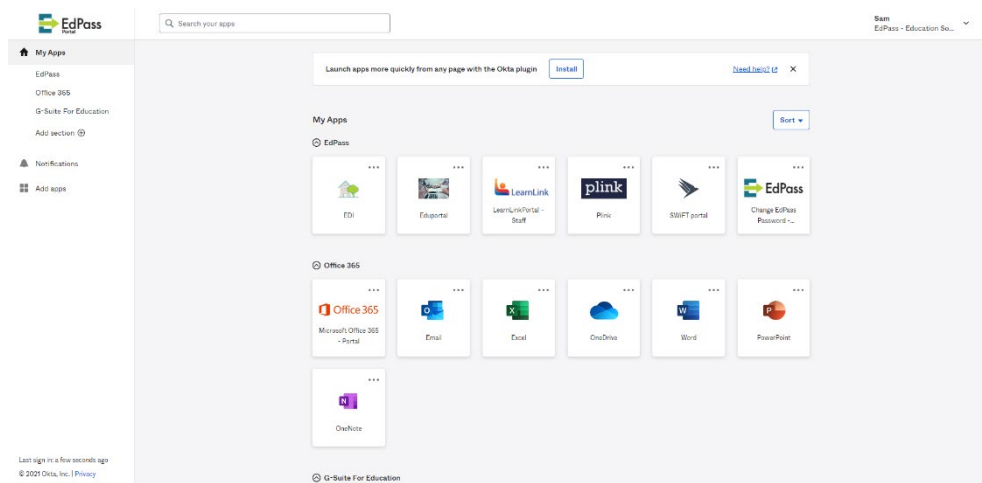


Accessing your @schools email account through EdPass

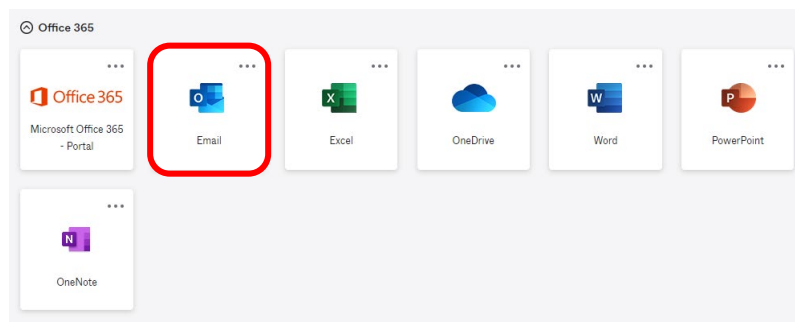
The following document will show you how to access you @schools.sa.edu.au email, using EdPass from both on and off the school network.

Accessing email on the school network.

1. If you are connected to the school network navigate to <https://portal.edpass.sa.edu.au/> in your browser. You should automatically be logged in and arrive at the page below.

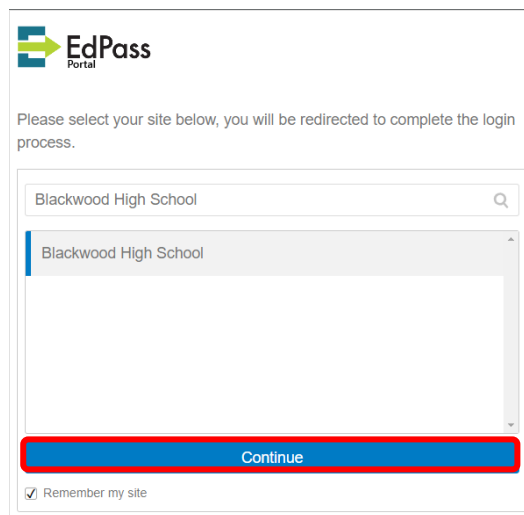
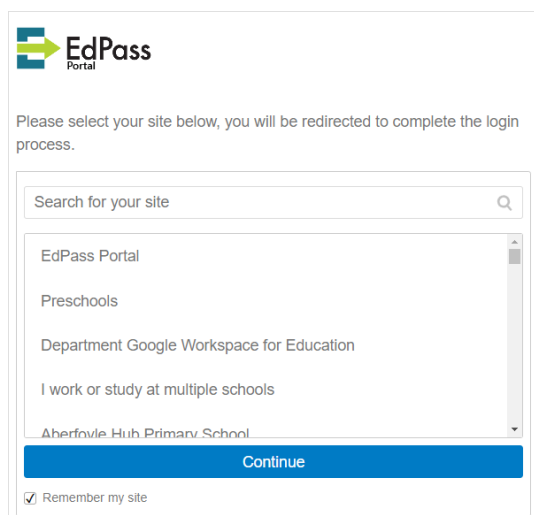


2. To access your emails, click on **Email** in the **Office 365** section, you will then be redirected to you @schools.sa.edu.au emails

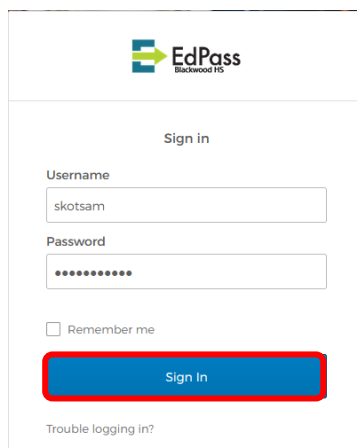


Accessing email outside the school network.

1. If you are not connected to the school network, ie. At home, you will need to follow a few extra steps. Navigate to <https://portal.edpass.sa.edu.au/> in your browser. You will arrive at the following page. Search for **Blackwood High School** and click **Continue**.



2. You will then be presented with an EdPass login page. Enter your BHS login here and click **Sign in**.



3. To access your emails, click on **Email** in the **Office 365** section, you will then be redirected to your @schools.sa.edu.au emails

