
LOGGING INTO OFFICE 365

A quick guide to logging into Office 365

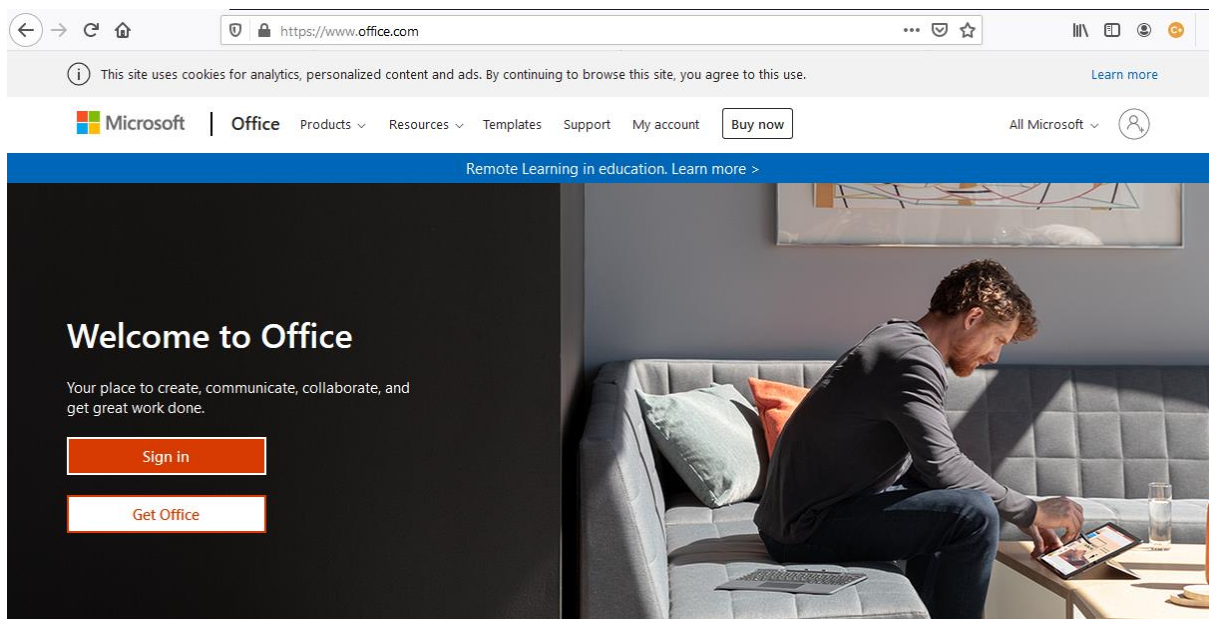
FMAT

Version 1 17092020

Before you are able to log into Office 365 on your own devices, you must log on in at school first.

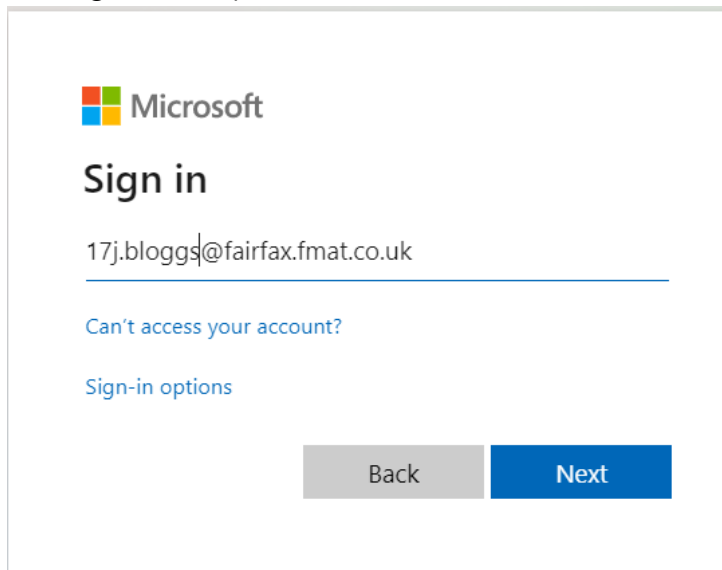
Once you have done this, you can access Office 365 on any device.

To log into Office 365, navigate to www.office.com in your internet browser (Google Chrome, Microsoft Edge, etc.)



Click the "Sign in" button

You sign in with your school email address:



Enter your email address and click next, and then enter your password.

Enter password

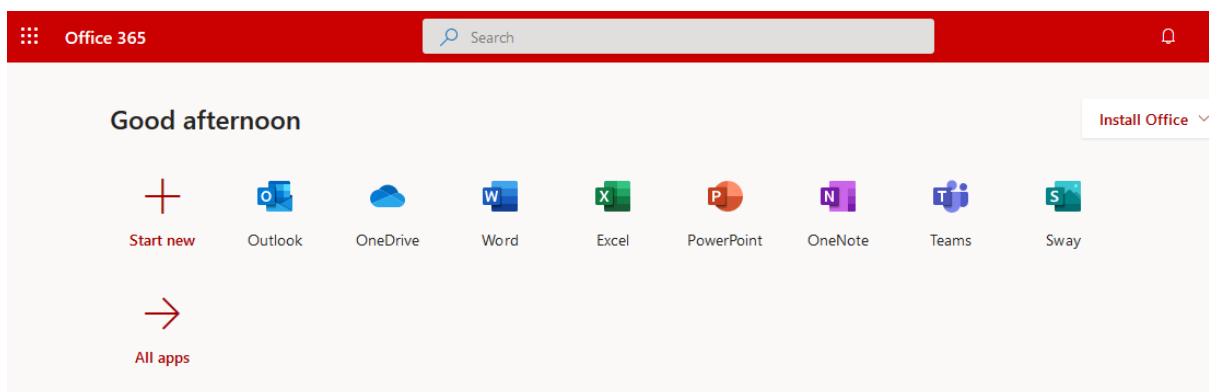
.....|

[Forgotten my password](#)

Sign in

Click "Sign in".

You will be presented with the application screen. This may look a little different on your screen, but all of these applications are available to you.



The three main applications that we will be using is OUTLOOK, ONEDRIVE and TEAMS. Click on Teams and you will be asked to download the Teams App. You can download this or use the web browser.

To be able to use Teams, follow the instructions on the Teams guide sheet.

You can also now click on Outlook to access your school emails and OneDrive to access your school OneDrive account where you will store all of your own documents.