

Using Office 365 for Home Learning.

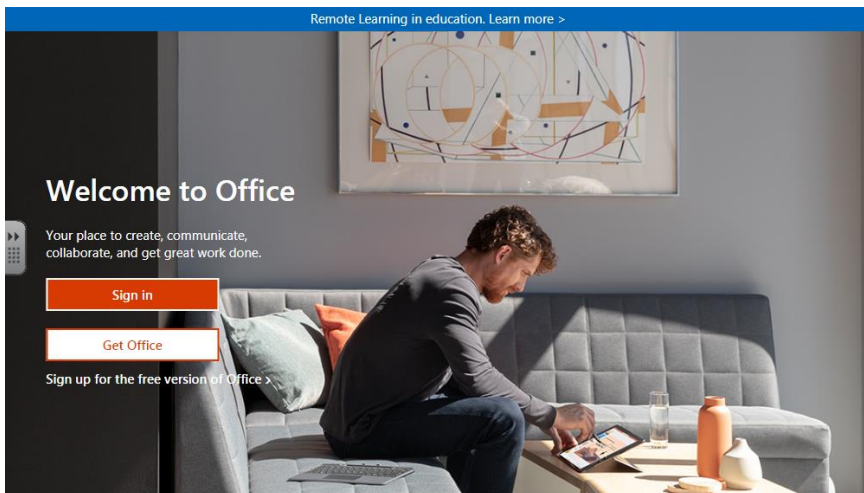


My email address is: _____@westhouses.derbyshire.sch.uk

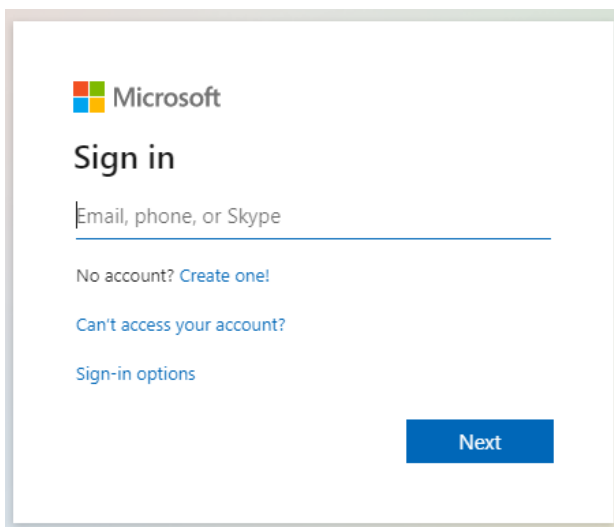
My Password is: _____ (Remember: it has capital letters and lower case letters).

How to log on to Office 365:

1. Go to: <https://www.office.com/>



2. Click on sign in. You will then need to add your school email address. Then click next.



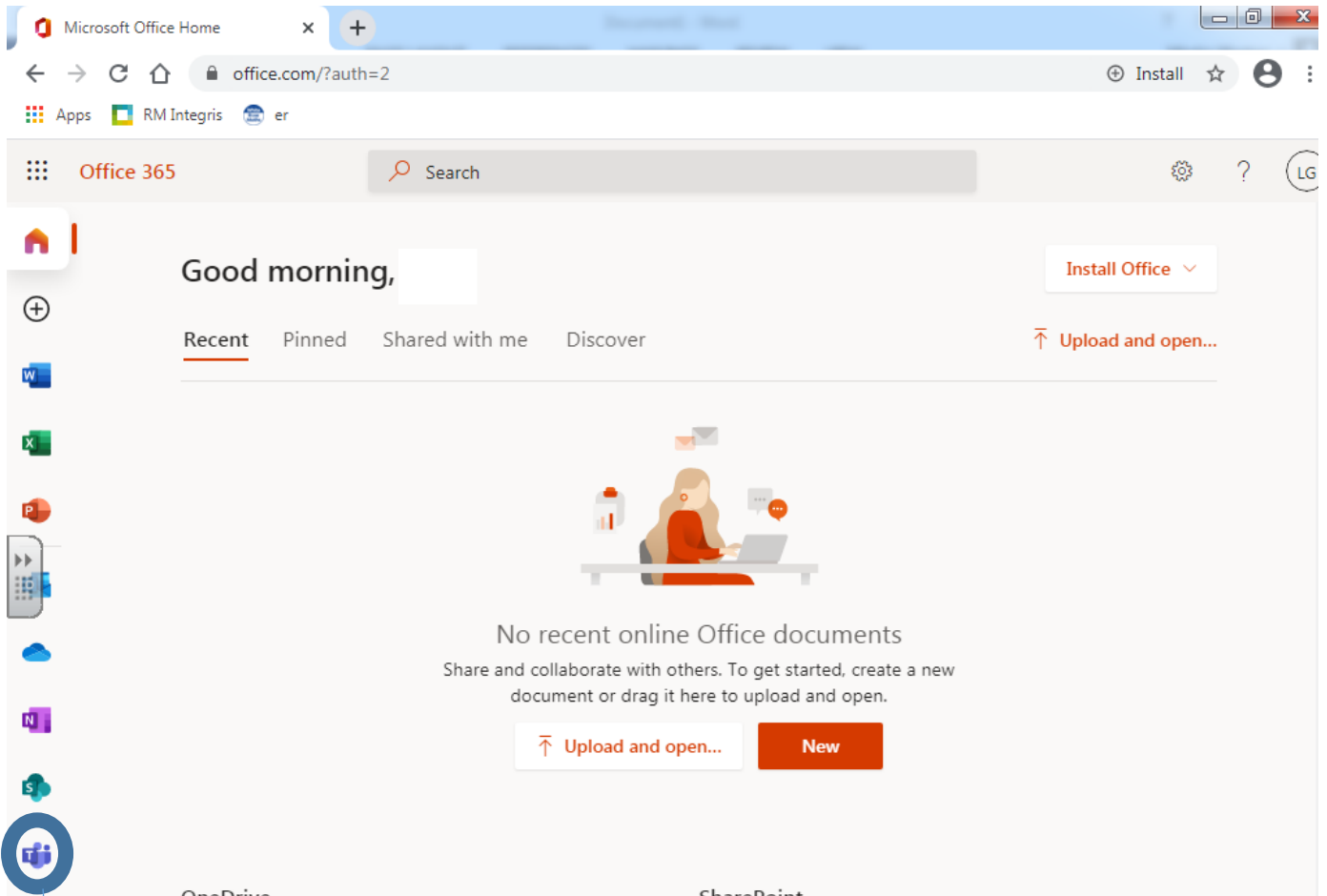
3. Enter your password. Remember it is case sensitive and a mixture of capital and lower case letters. If it asks whether you want to remember your details, click no.

Enter password

[Forgot my password](#)

Sign in

4. You should then see this home screen:



The tiles down the side give you access to Microsoft Office (word, excel, PowerPoint etc.). These are all built in to the website, so you can use them even if you do not have them on your laptop. Anything you complete will be saved to your online space, called OneDrive.

For our online lessons, we will be using Microsoft Teams (which is this option, highlighted). More instructions for this option are on a separate document.