## A Guide to Using Office 365 From Home

1. Google Office 365 and click on the top link (see below)



2. Click sign in.



What is Office 365?

3. In the sign-in box – fill out your usual school log in details (school e-mail address) normally <u>firstname.surname@oldburywells.com</u> (some of you have a number after your surname – make sure you add it)



4. Your password is the same as you use to log-in to the school computers and SMHW.



5. You will end up at he Office 365 homepage. From here you can access your school e-mail, your school one drive and online versions of all Microsoft office applications to allow you to work from wherever you choose!

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