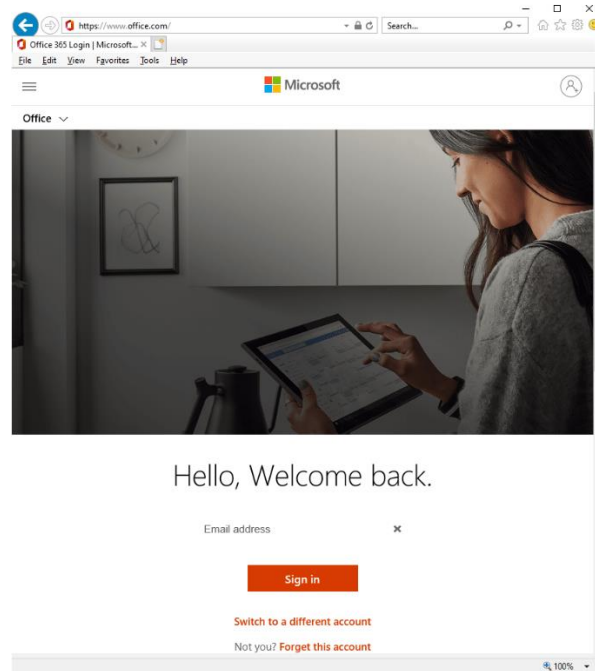


How to access Office 365 for Students

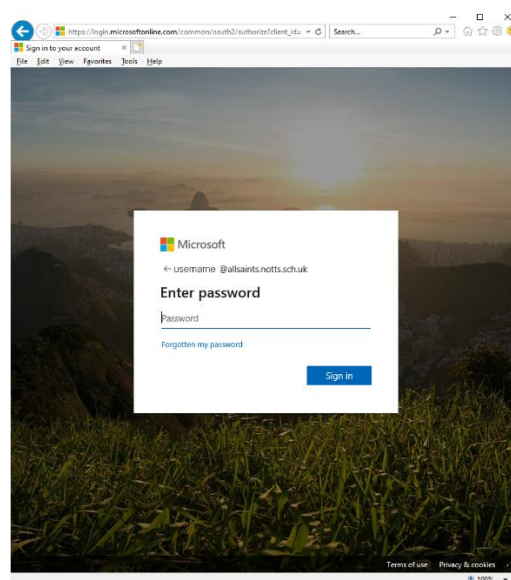
To access your Office 365 account, visit the following website.

<https://www.office.com/>

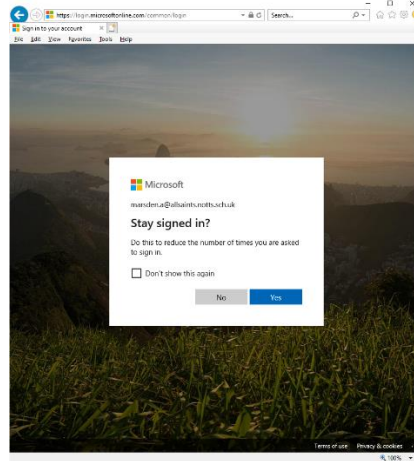


Your username is your network login username followed by **@allsaints.notts.sch.uk**

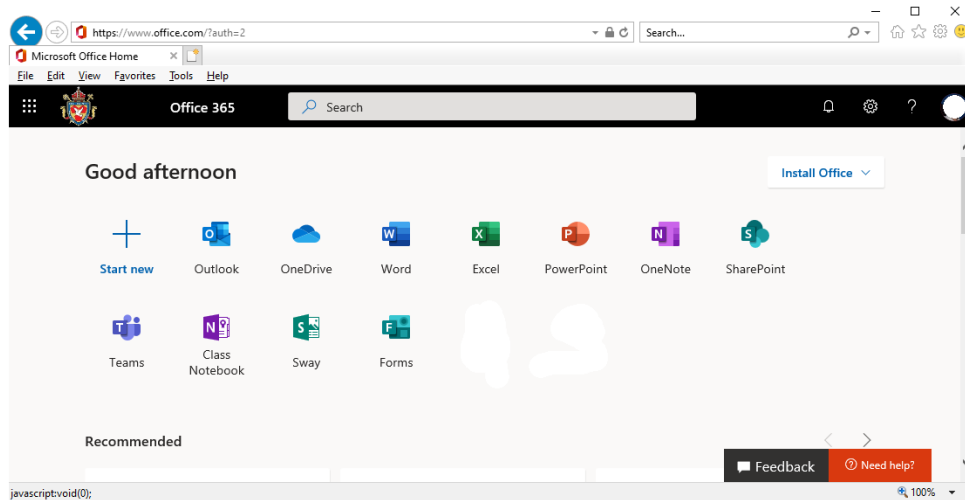
e.g. yourusername@allsaints.notts.sch.uk



Enter your **network password** when asked for a password.



If asked to remember your login details click on **YES**



You should now have a page similar to this one. From here, you can launch Word, Excel, PowerPoint, OneDrive, Teams and Outlook.

OneDrive is your cloud storage for files you want to work on. Word, Excel and PowerPoint will open and save files directly to OneDrive.

If you have not already done so I need students to have opened their OneDrive account as once this is done, I can transfer your school files to this location into a folder called 'Documents'