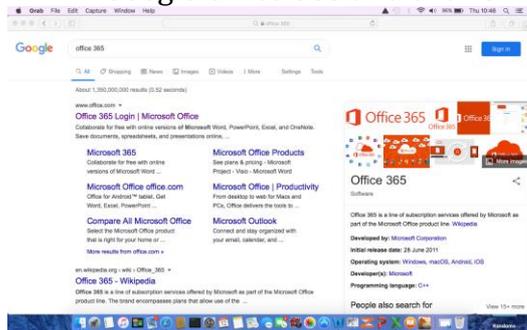


# A Guide to Using Office 365 From Home

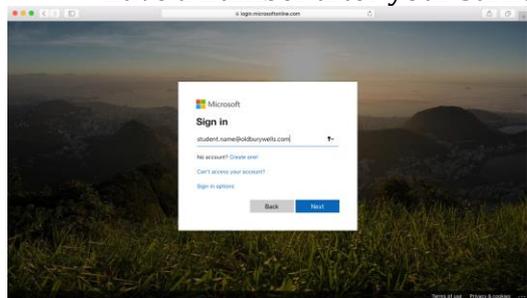
1. Google Office 365 and click on the top link (see below)



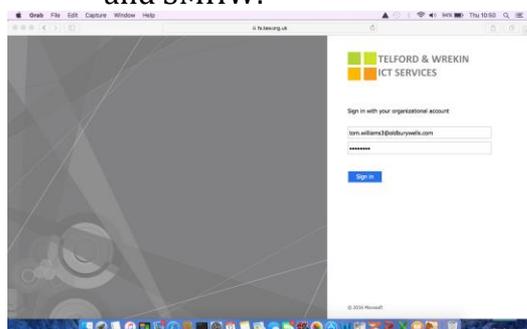
2. Click sign in.



3. In the sign-in box – fill out your usual school log in details (school e-mail address) normally [firstname.surname@oldburywells.com](mailto:firstname.surname@oldburywells.com) (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 the 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!

