

Accessing Office 365 online

The Rowan Learning Trust – Teams Instructions



This guide will allow you to log into and use Microsoft Office 365 online

Step 1:

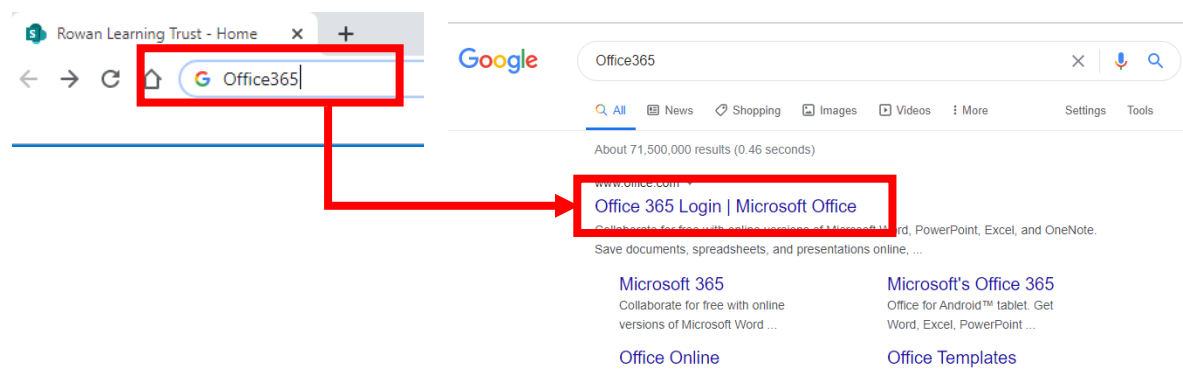
You will need to know the student's school username and password.

The username is the first part of the email address. The second part of the email address will be [@student.kirkbyhighschool.net](mailto:student.kirkbyhighschool.net)

For example, if the student's name was Joe Bloggs the email address would be joe.bloggs@student.kirkbyhighschool.net

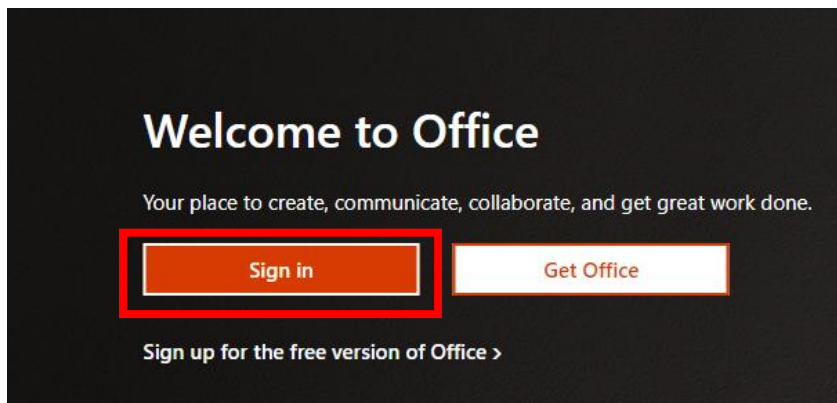
Step 2:

Navigate to the Office 365 website. You can do this by opening a web browser and typing Office365 into the address bar and then selecting Office365 Login in the results page.



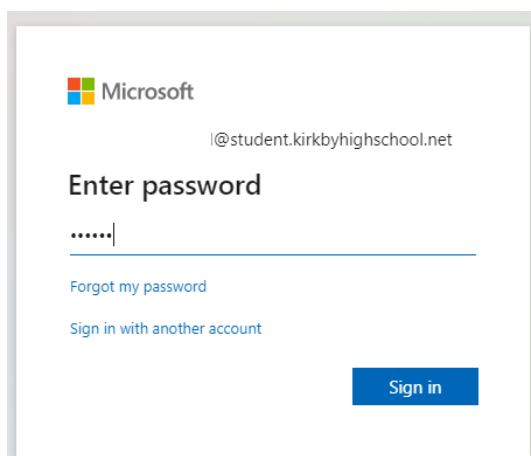
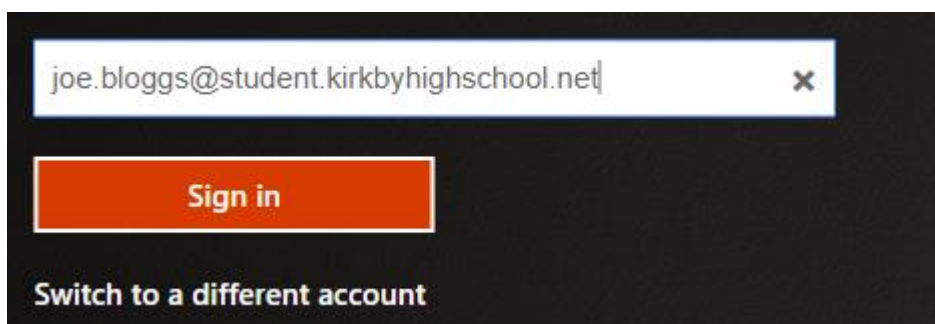
Step 3:

Click on the 'Sign In' button



Step 4:

Enter your email address and when prompted enter the password (your school password).



Step 5:

Select the app that you require.

