

# Accessing Office 365 online

The Rowan Learning Trust – Office365  
Instructions



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

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## Step 1:

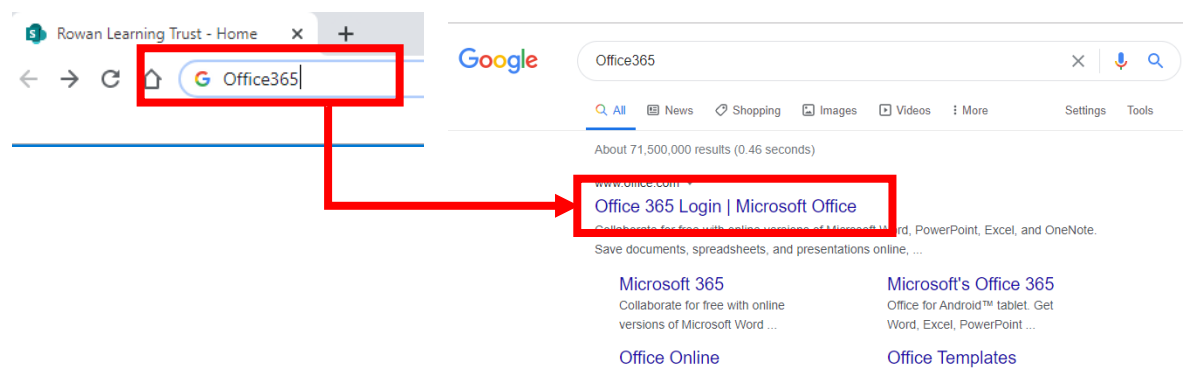
You will need to know the student's school username and password.

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](mailto: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.



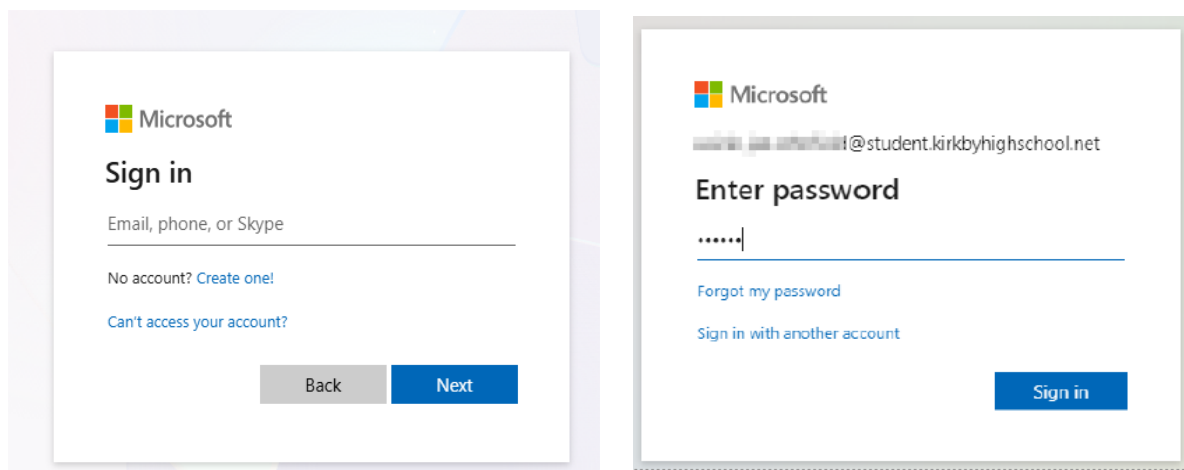
### Step 3:

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 apps located down the left hand side of the screen to view your apps.

