

How to access your school email from home



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Office 365 Login | Microsoft Office

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Office 365 Login

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Type into 'Office 365' into your search engine

Click on the first result. It should have the web address www.office.com at the top and a list of options. Click on **Office 365 Login | Microsoft Office** as you can see I have done so here as it is in purple

Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Get Office

Sign in

- You will be directed to this page
- Click on Sign in
- Your sign in information is the same as in school when you log into the computers (example on next slide)

- Your username will be: The username you use to log into the computers at school. Example: **jblogs29** with the school email address after (**@students.tenburyhigh.co.uk**)
- Your password is the same password you use to log into the computers at school



Sign in

jblogs29@students.tenburyhigh.co.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

- Click Next once you have put your username in

- Remember to put your computer username in first (this is an example)
- After the @ symbol, make sure you have the word students otherwise it won't log you in.
- Make sure tenburyhigh is all one word too. Spaces do not belong in email addresses

Enter password

Password

[Forgotten my password](#)

Sign in



Sign in

This username may be incorrect. Make sure that you typed it correctly. Otherwise, contact your admin.

jblogs29@student.tenburyhigh.co.uk

- On the next page it will ask for your password. Remember the password is the password you use to log into the computer at school.
- Click Sign in when the password has been entered

- NOTE: If you enter the email address wrong it will not ask for the password until it is entered correctly. It will let you know by saying there is an error entering the email address. Notice here I missed the 's' on students.

Stay signed in?

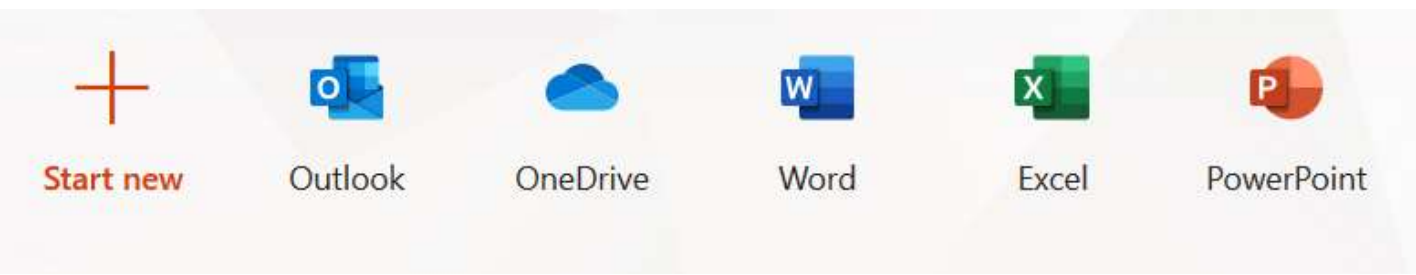
Do this to reduce the number of times you are asked to sign in.

Don't show this again

- Once you are signed in it will ask you if you want to stay signed in all the time or not

- If you share the computer with other people it is best to say NO so no one else can accidentally delete your work

- If you are not sharing the computer you can say yes



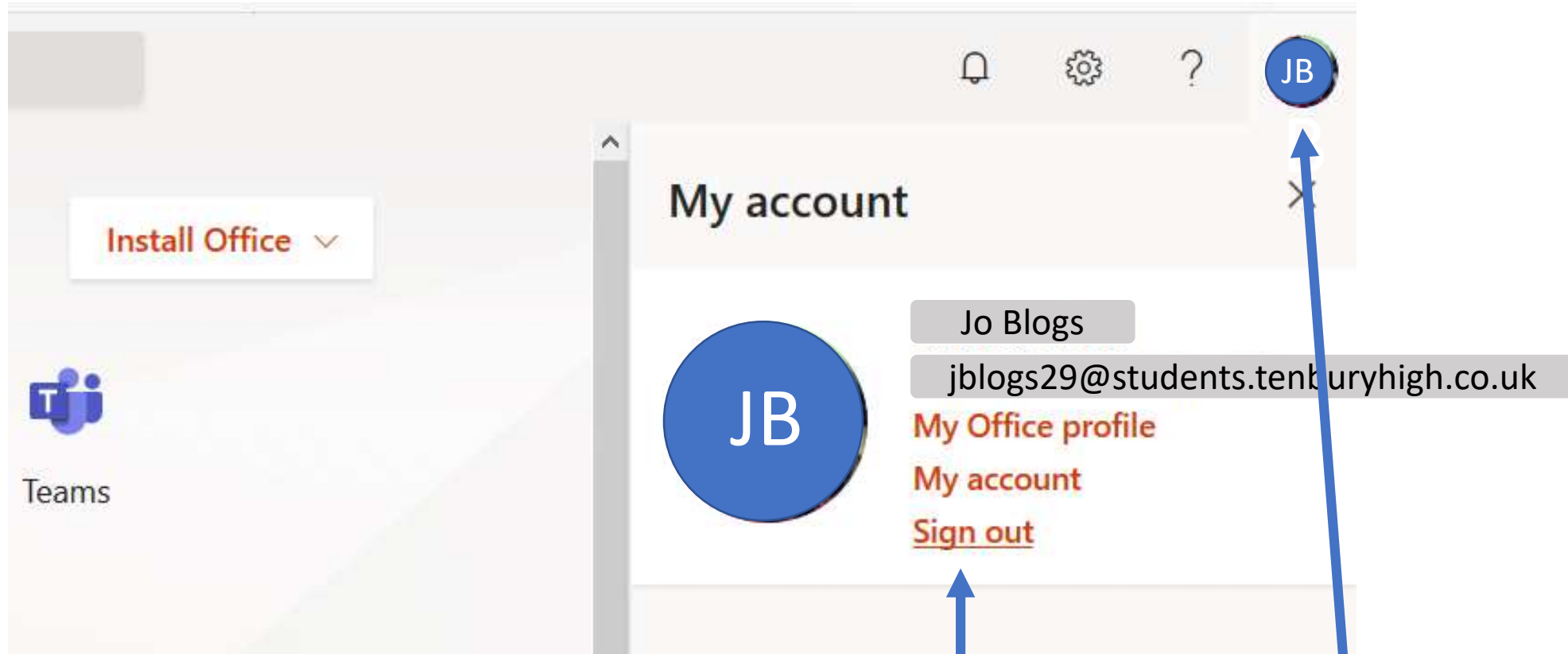
Here you can access all of these apps



The main ones you will want to use are:

Outlook for your school emails

The Microsoft Office apps. You can use these in the browser (internet window) on the school account



- To sign out of Office 365. In the top right corner is a circle with your initials on.
- Click on that circle and this option box will appear. Click on Sign out