

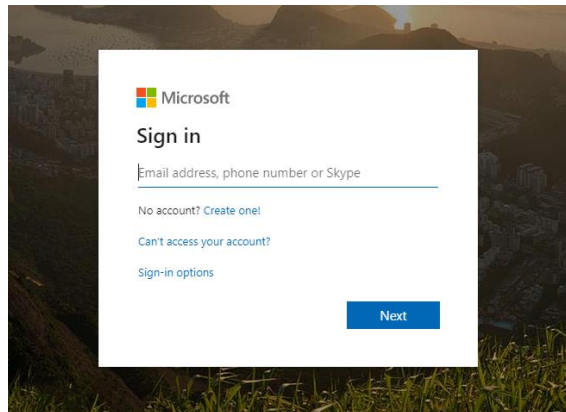


Signing in to your Office 365 account

Signing into your Office 365 account requires a username and password. The username comprises of your school username (for example 21SmithJ), together with the school's domain name. So, for example, 21SmithJ@bromfords.essex.sch.uk.

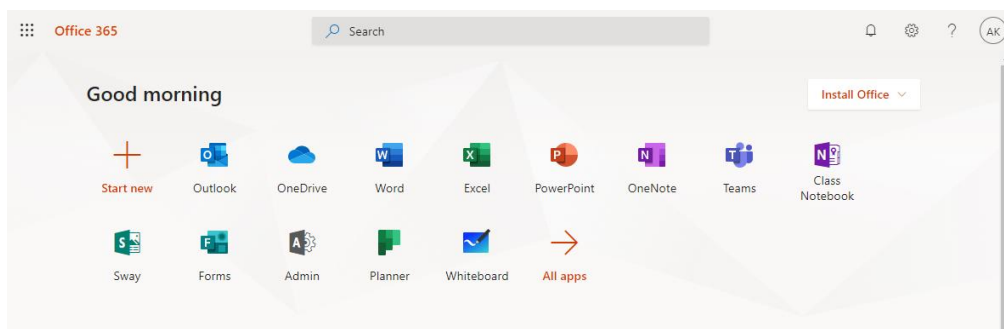
To sign into your Office 365 account:

1. Open your web browser and go to the sign-in page at [Office 365 sign-in](#). A link to this can be found on the school website under quick links or under the links section of Edulink.



2. Enter your Office 365 username and click next or, if your Office 365 username is already visible on the sign-in page, then simply click on the username.
3. On the next screen, enter your current school password.

Once logged in you will see the Office 365 homepage:



From this screen you can:

- Open the most frequently used apps from the list or click the link to list all available apps. *Note:* You can also switch or open apps from the 9 dots in the top left hand corner. This includes Outlook for mail, OneDrive for cloud storage, the online versions of office, Forms for surveys and quizzes, and Teams for class teams.
- Install Office – as a school we have provided access to all students and staff to the Microsoft Office Pro Plus Program, this allows you to install the full version of Office 365 which includes word, excel etc on 5 devices (PC, Mac, and/or mobile devices). This is all provided via the school's agreement with Microsoft, at no cost to parents or carers.