

**How to Access Microsoft 365**

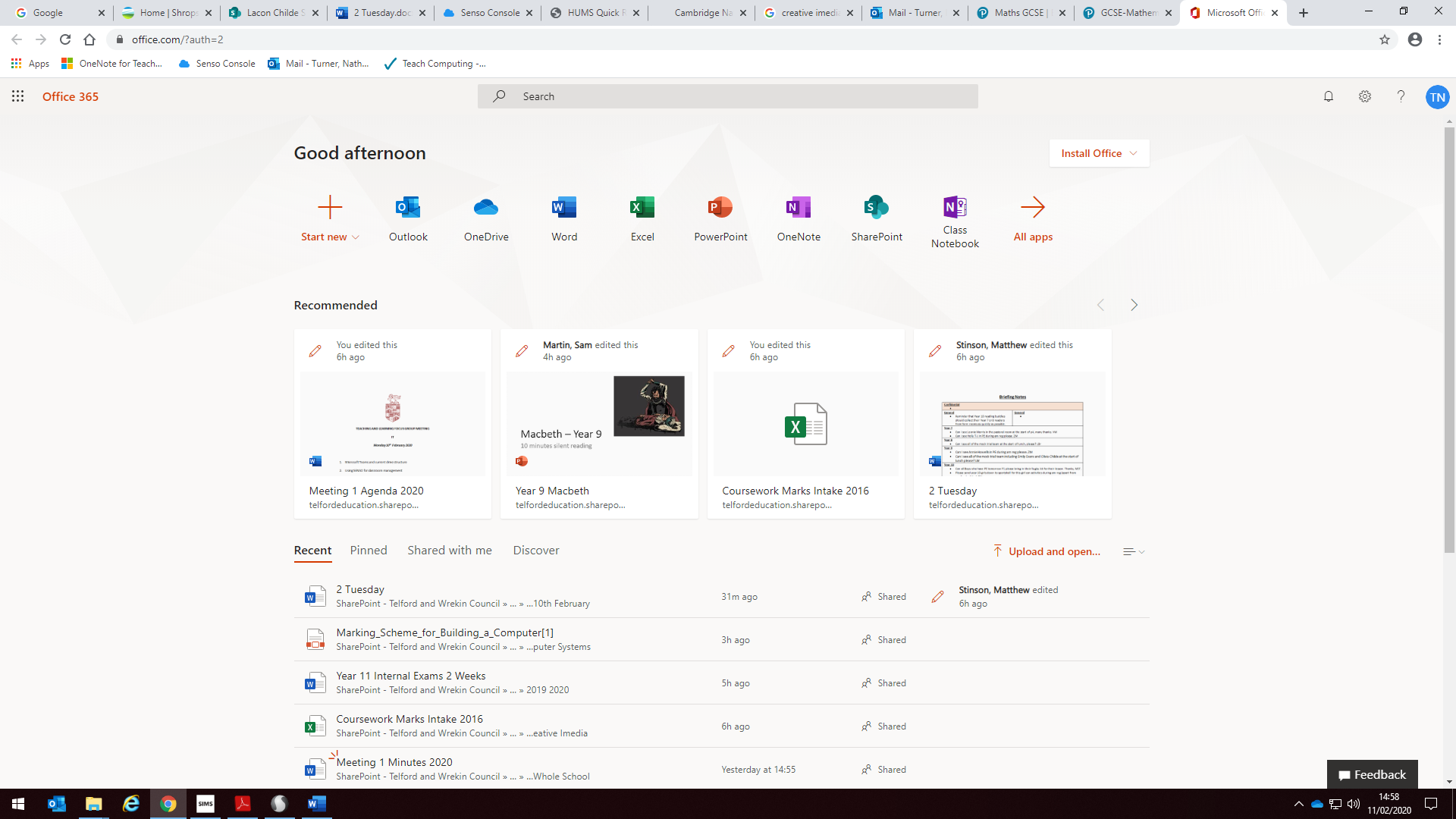
Microsoft Office 365 offers the ability to access e-mail messages, create Microsoft Office documents online and access all school documents saved in OneDrive folders.

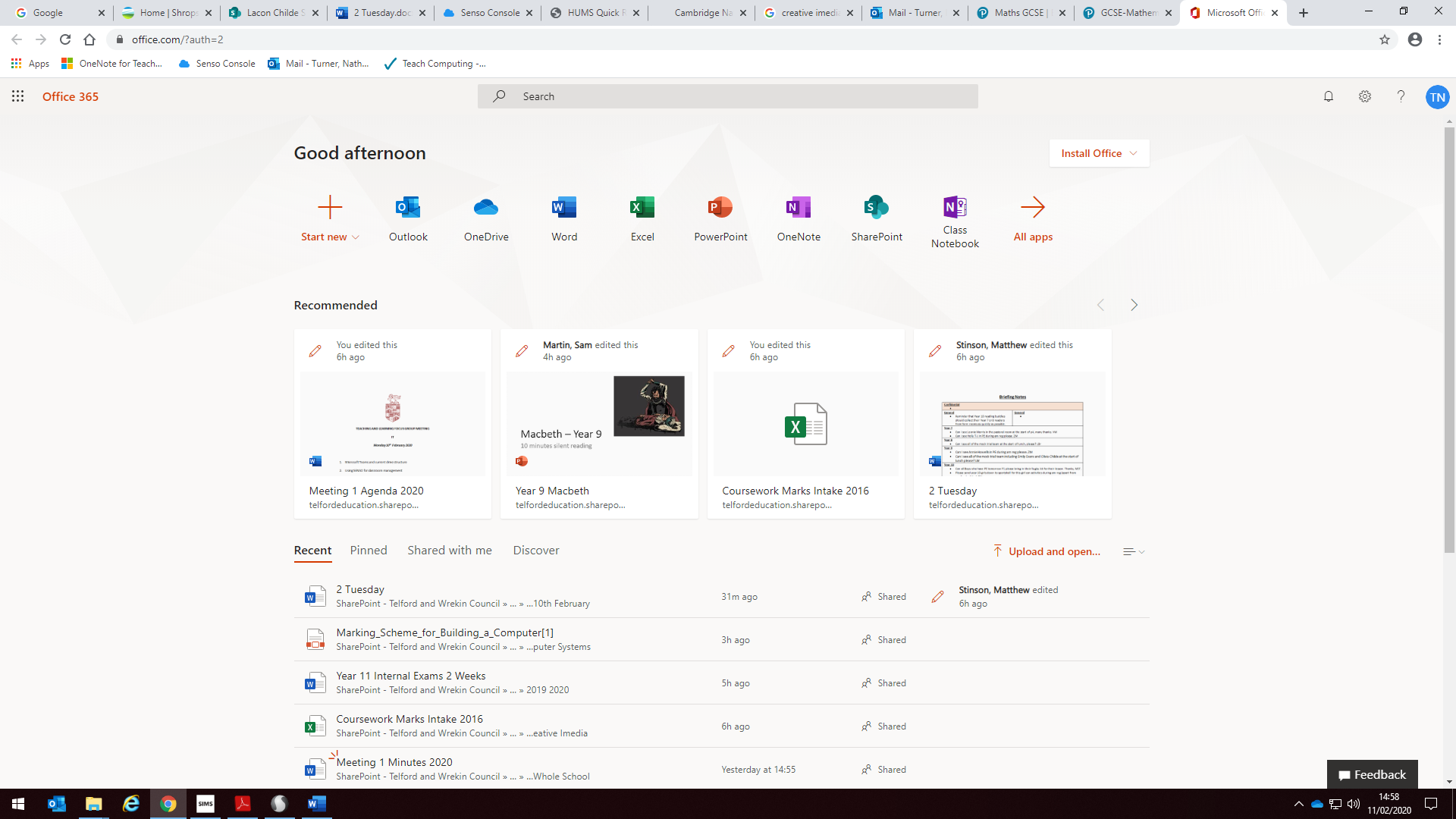
Microsoft Office 365 is a Web version of Microsoft's Office suite of productivity applications.  
  
Office 365 is delivered to users through the cloud.  
  
1. Go to <https://login.microsoftonline.com/>  
2. Enter your school email address. Your email is your account username followed by  
‘@laconchildeschool.co.uk’. For example, John Smith’s email would be  
‘john.smith@laconchildeschool.co.uk.’  
3. Enter your school password

**Accessing Office Apps**

Click here to install the full version of Microsoft Office on your device

To get started using Office 365 features click the Office 365 apps button





**Emails**

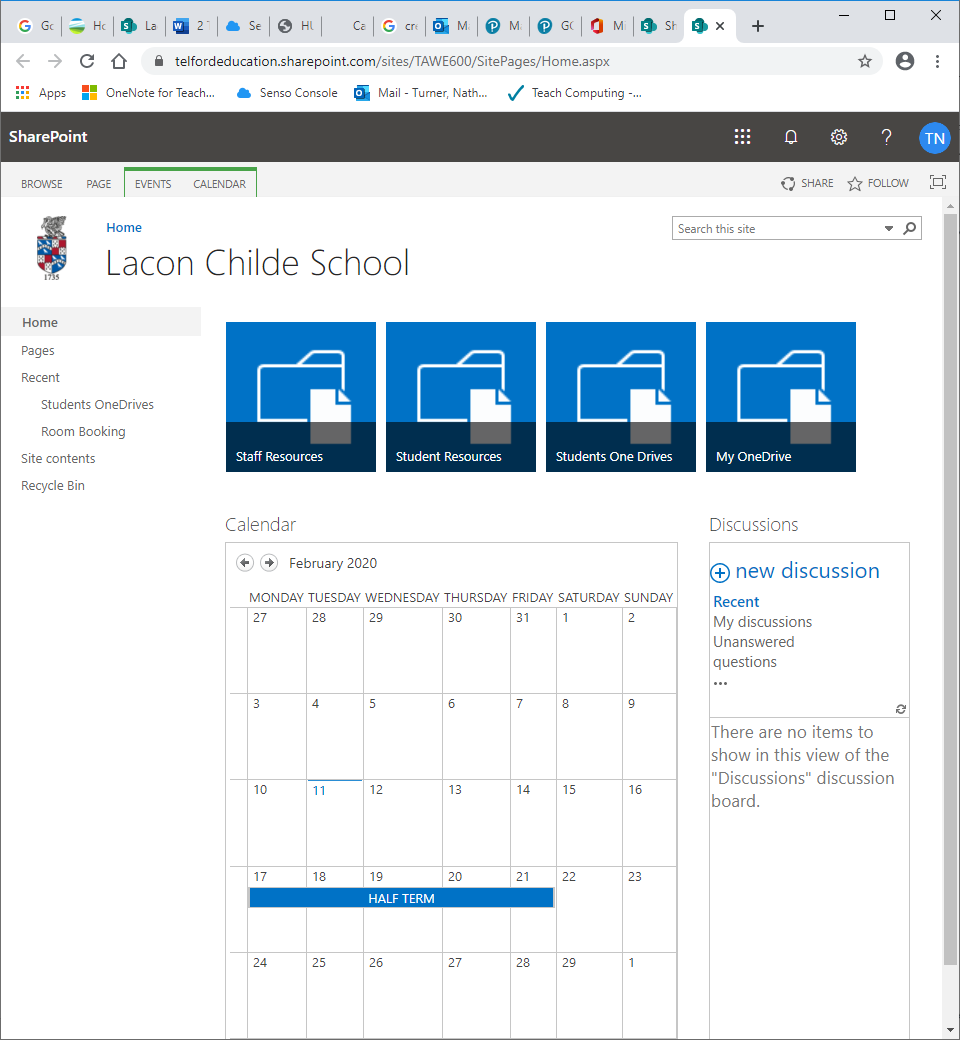
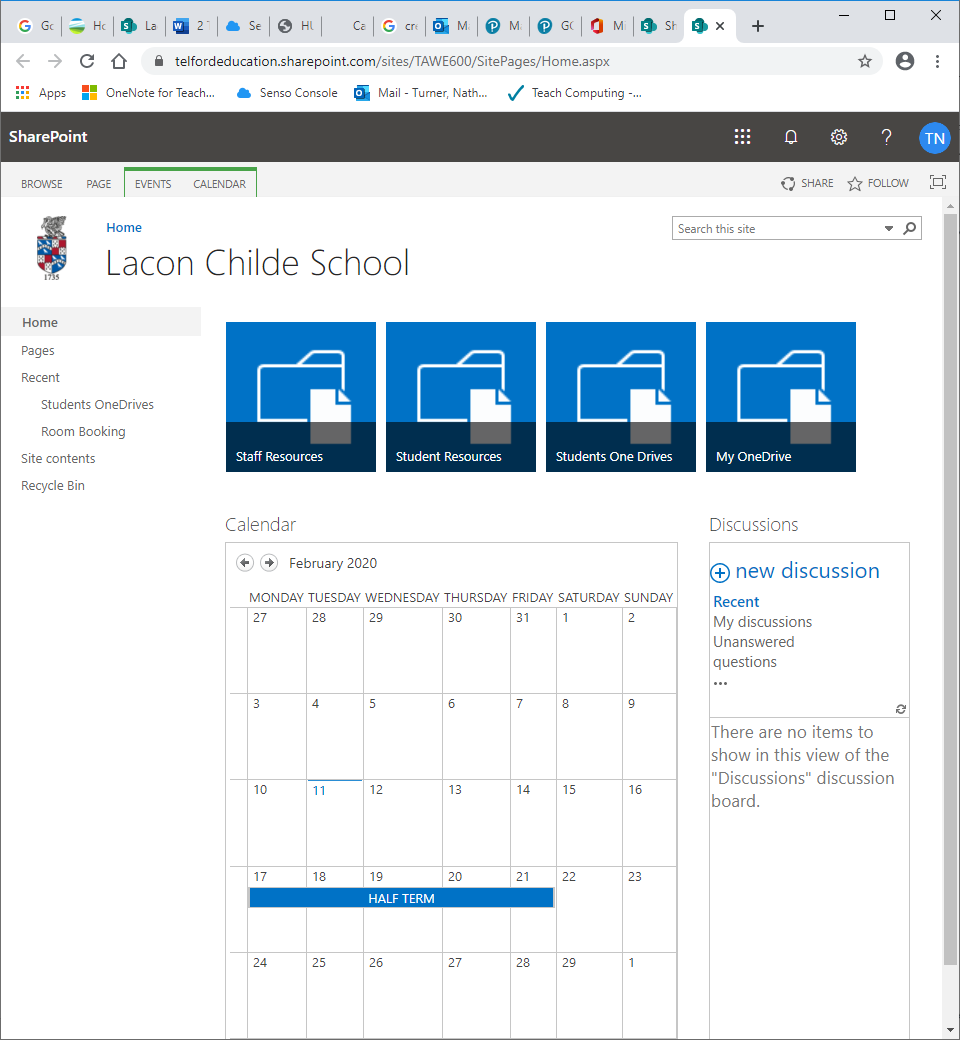
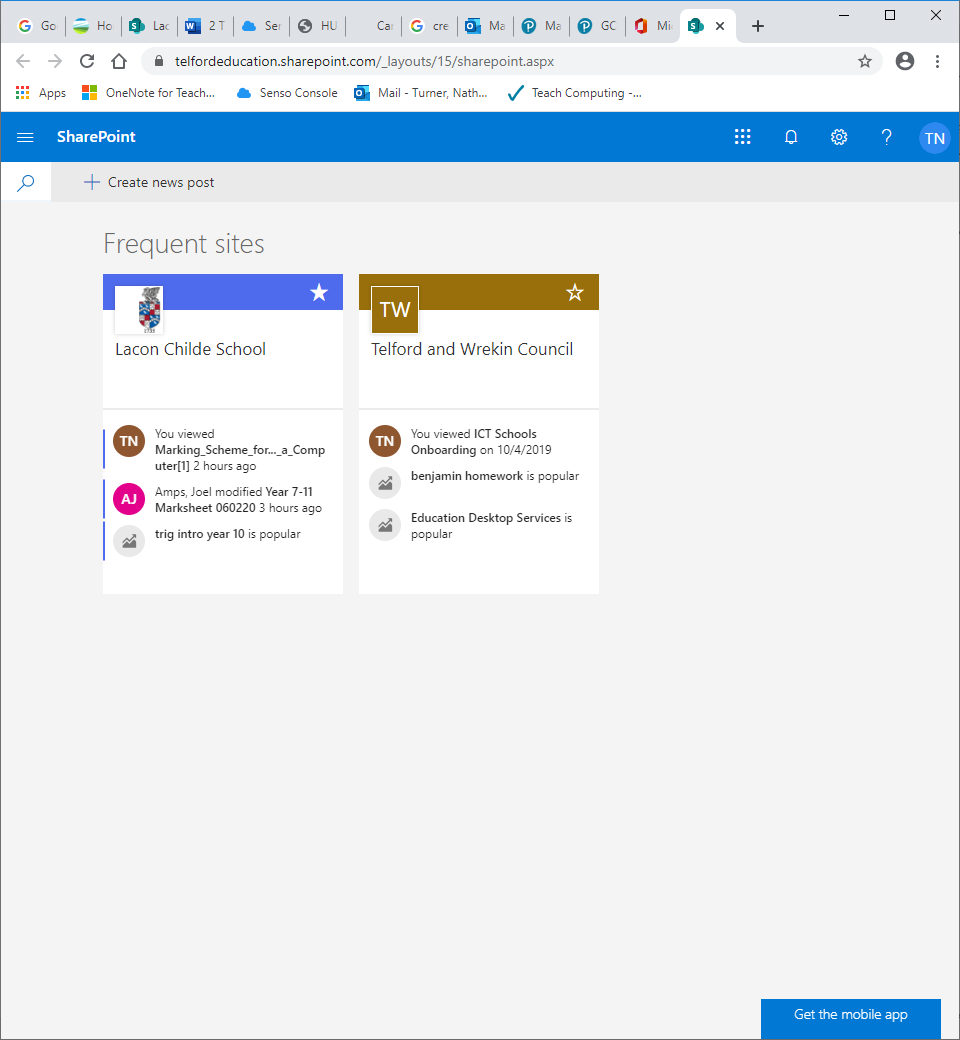
Use the Outlook button to access emails

**Onedrive**

OneDrive contains all personal files saved on school devices

**Sharepoint**

Sharepoint contains links to all shared files including personal files



A useful bookmark or shortcut link to add to personal devices is:

<https://telfordeducation.sharepoint.com/sites/TAWE600/SitePages/Home.aspx>