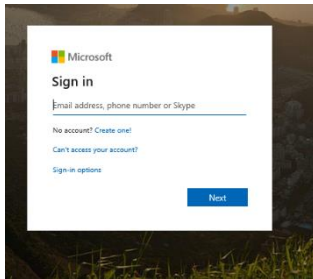


Student guide to using office online which gives you access to Word, Excel and Powerpoint

1. To access the office applications on line visit the following url <https://portal.office.com>

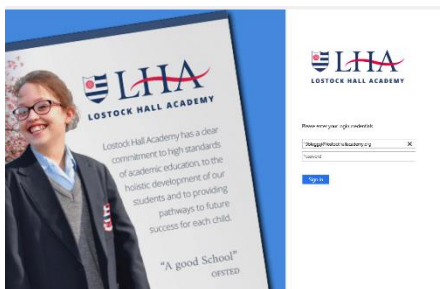


2. Enter you school email address. This should be in the format of username@lostockhallacademy.org

example:

If your name is John Bloggs and you are in year 7 your email would be 20bloggsj@lostockhallacademy.org

This will take you to the school password page



3. Enter your password. (This is the same password that you would use to access a school computer)
4. Select No on the confirmation pop up.



5. You should now be at the Office 365 home page.
6. From here you are able to select the Office application (Word, Excel and Powerpoint) you require.

