




## Office 365 Student Guide

Office 365 is a service from Microsoft that the school subscribes to. This provides students with access to a range of services:

					
Outlook	OneDrive	Teams	OneNote	Word PowerPoint Excel	Stream
School email	Cloud Storage for all students; accessible in and out of school	Team app providing access to virtual classes and resources	Notetaking and work books – used for Computing lessons	Online versions of the main Office applications	School video sharing service

In addition, Office 365 is used to access the following systems:

	
GCSEPod	Satchel: One (previously SMHW)
Revision podcasts and activities	Homework

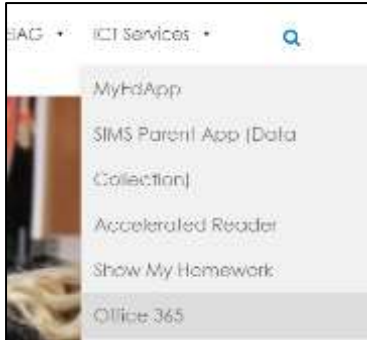
When signing in to these applications, you must always look for the “Sign in with Office 365” button; the normal username/password box **will not work**.



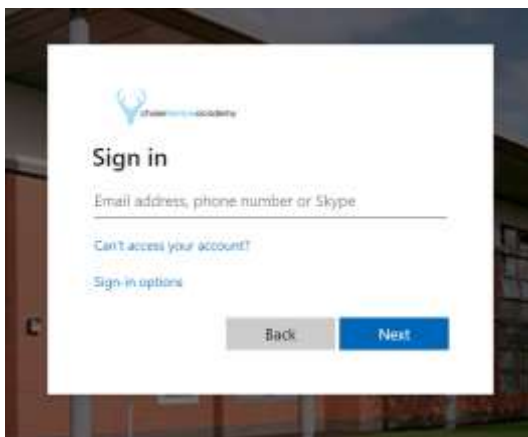
Individual apps are available from the App Store/Play Store for all of the above.

## Signing in to Office 365

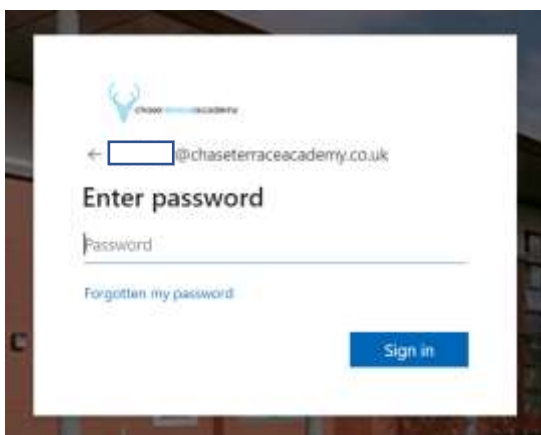
1. Click on the "Office 365" link on the school website



2. Type in your school email address, this is "**username**@chaseterraceacademy.co.uk" – e.g. JBlog1234 would have the email address "jblog1234@chaseterraceacademy.co.uk"



3. Type in your **school password** – this is the same password that you would log in to any school computer with

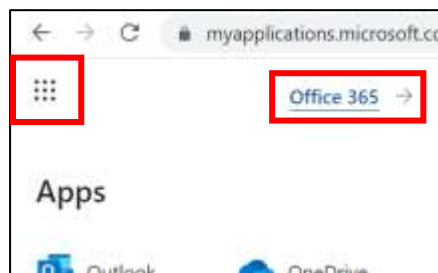


## Office 365 Pro Plus

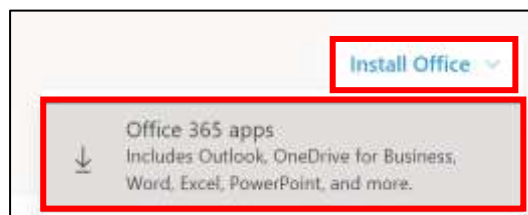
As part of the school's Office 365 subscription, all students are entitled to install the full version of Office 365 Pro Plus on up to 5 devices.

PC (Windows 10) and Mac:

1. Click on the app launcher icon in the top-left hand corner and "Office 365"



2. Click on "Install Office" and "Office 365 Apps"



3. The installer will download to your computer; follow the instructions on-screen to install Office



4. Once Office is installed, open any of the applications; it will ask you to sign in. Use your school email address and password to sign in; Office will automatically activate, and remain so while you have an active account with school

Android (Samsung/LG/Motorola/Huawei etc.) and iPhone/iPad:

1. Go to the app store/play store and search for “Microsoft Office”



2. Install the app; once installed you will be asked to sign in. Sign in with your school email address and password. Office will activate automatically and remain so while you have an active school account