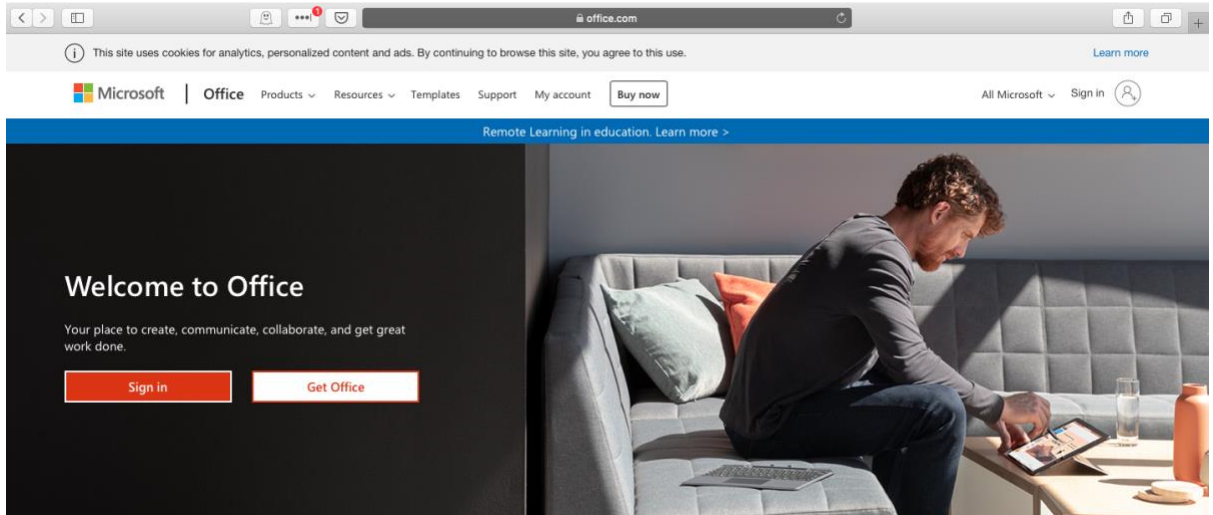


## Student – Accessing Office 365 from Home

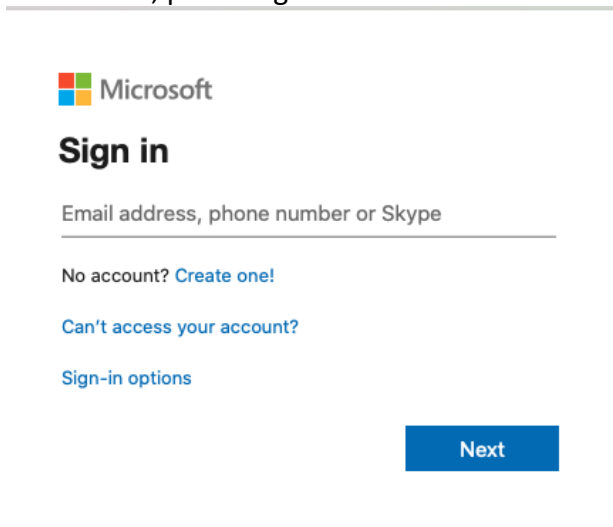
This guide will walk you through logging into Office at home so you can access Microsoft Teams and take part in face to face meetings with your teachers at College.

### Using a Computer

1. The first step is to open your computer, tablet or phone and go to office.com.

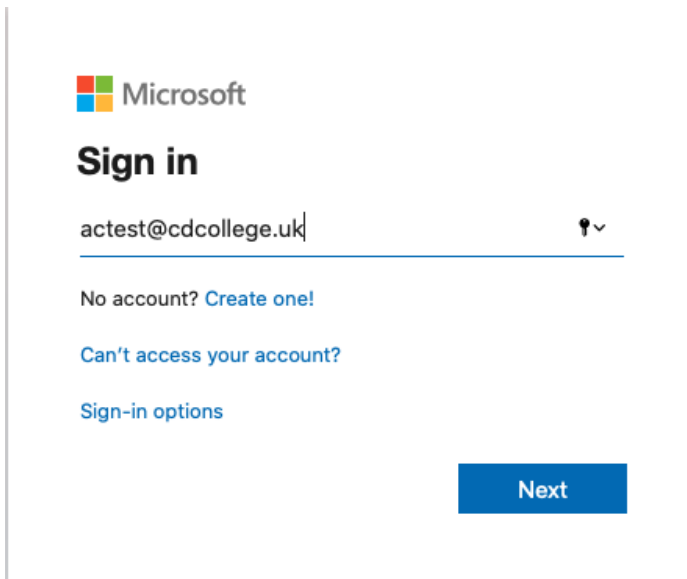


2. Once there, press 'Sign in' and the screen below will load.



3. Your email address is in the following format: [username@cdcollege.uk](mailto:username@cdcollege.uk)  
The username part of this email address is the username you sign in to the college computers.

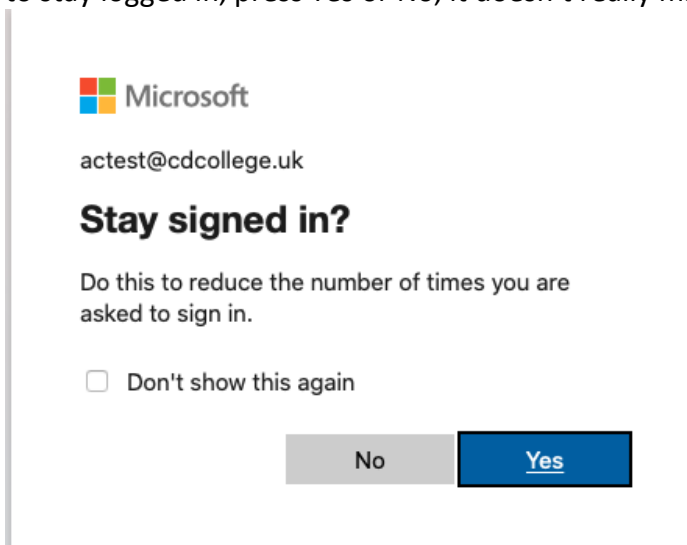
For most of you in Years 10 and 11 this will be 15 (Year 10) or 14 (Year 11)+ 'first initial' + 'surname' so Adam Smith would be 15asmith@cdcollege. The newer members of Years 10 and 11 will just use 'first initial' + 'surname' so Amy North would be [anorth@cdcollege.uk](mailto:anorth@cdcollege.uk). All pupils in Years 7,8 and 9 will use 'first initial' + 'surname'. Enter your email like below and press Next.



The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "actest@cdcollege.uk" is entered into a text field, with a key icon and a dropdown arrow to its right. Below the text field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button labeled "Next".

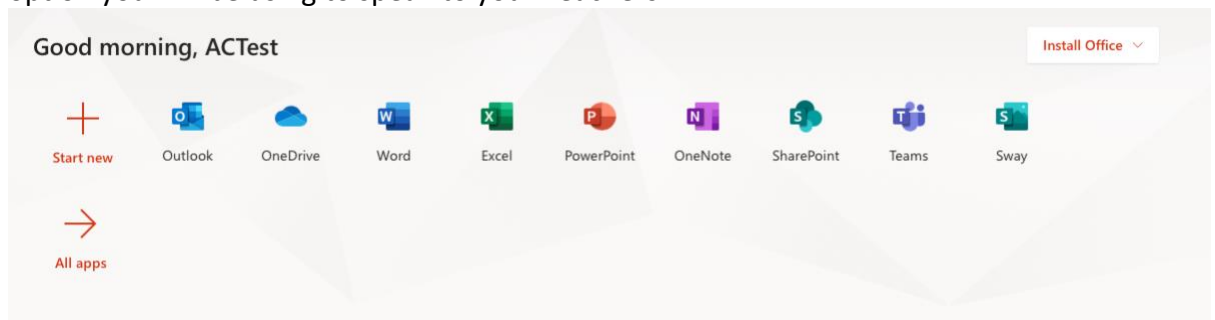
4. Next it will ask for your password. Your password is the same password you use to sign in to the college computers. If you have forgotten this password, can you ask one of your parents to email [ithelpdesk@cdcollege.uk](mailto:ithelpdesk@cdcollege.uk) and we can get this password reset for you.

Once you have entered your password, press Next and a screen will load asking you to stay logged in, press Yes or No, it doesn't really matter.



The image shows a Microsoft "Stay signed in?" screen. At the top left is the Microsoft logo. Below it, the email address "actest@cdcollege.uk" is displayed. The main heading is "Stay signed in?". Below this, there is a paragraph of text: "Do this to reduce the number of times you are asked to sign in." Underneath, there is a checkbox labeled "Don't show this again". At the bottom, there are two buttons: a grey button labeled "No" and a blue button labeled "Yes".

5. A screen will now load showing you all the options you have on Office 365, run through this and let it close. Once this is done, you are now in to your Office account and have access to Word, Excel, PowerPoint online, as well as Teams. Which is the option you will be using to speak to your Teachers.



### Using a tablet or smartphone

If you prefer to use a tablet or smartphone, download the Microsoft Teams app from the App Store on your phone.

Once the app is downloaded, follow the same sign in instructions in steps 3 and 4 above and this will sign you into your College account.

You can also download the Microsoft Office app to create Word and PowerPoint files on your tablet or smartphone.

Again, the sign in process is the same steps 3 and 4 in the section above.