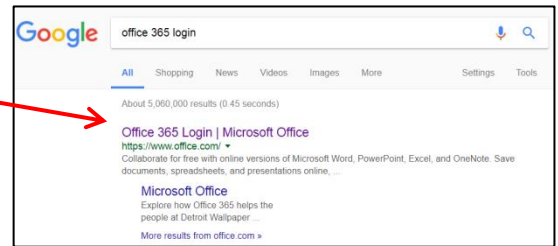
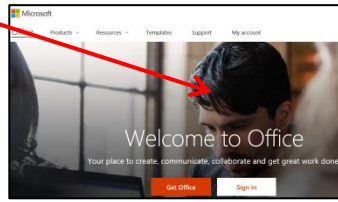


Office 365: Student/Teacher Communication Platform

Login instructions:

Step 1 – search for “Office 365 Login” in Google and click on

Step 2 – Click “Sign in”



Step 3 – The login page may look different to the one in the picture. Username:

If Year 7 then the first 2 numbers are 19

If Year 8 then the first 2 numbers are 18

If Year 9 then the first 2 numbers are 17

If Year 10 then the first 2 numbers are 16

If Year 11 then the first 2 numbers are 15

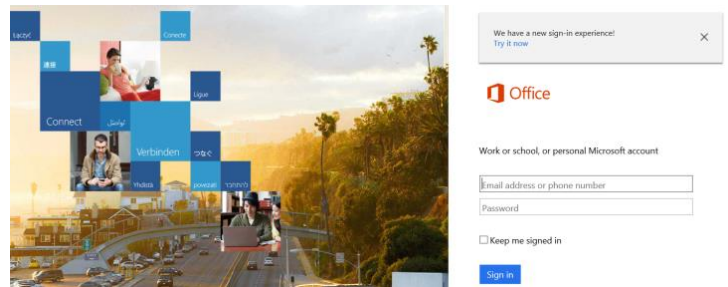
If Year 12 then the first 2 numbers are 14

If Year 13 then the first 2 numbers are 13

Followed by first 4 letters of their surname and then the first initial of their first name.

So if your child's name is Bob Child and is in year 9, their username is: 17chilb@anthonygell.co.uk

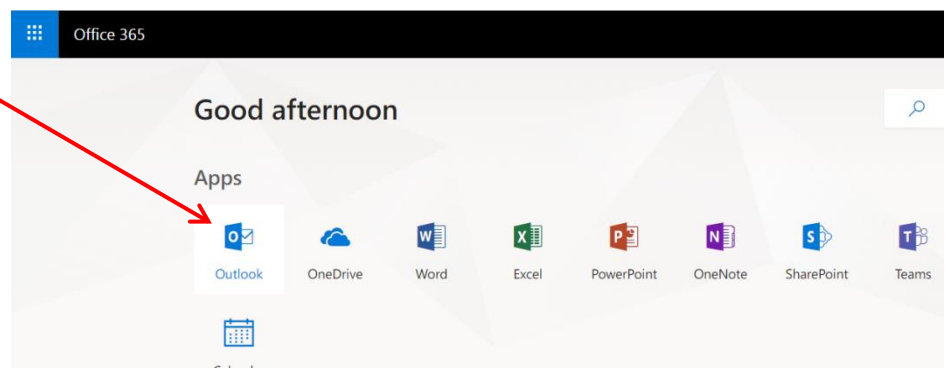
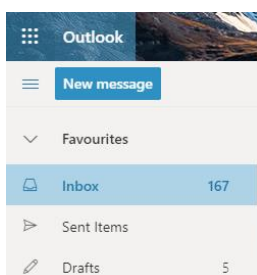
Their password is the same password they would use to logon to a school computer.



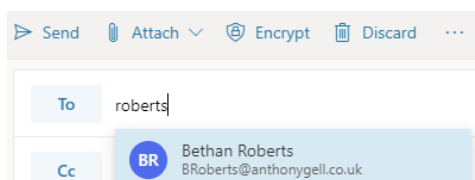
Step 4 – The Office 365 Homepage is then displayed as shown below:

Step 5 – Click here to open emails

Step 6 – to send an email, click new message

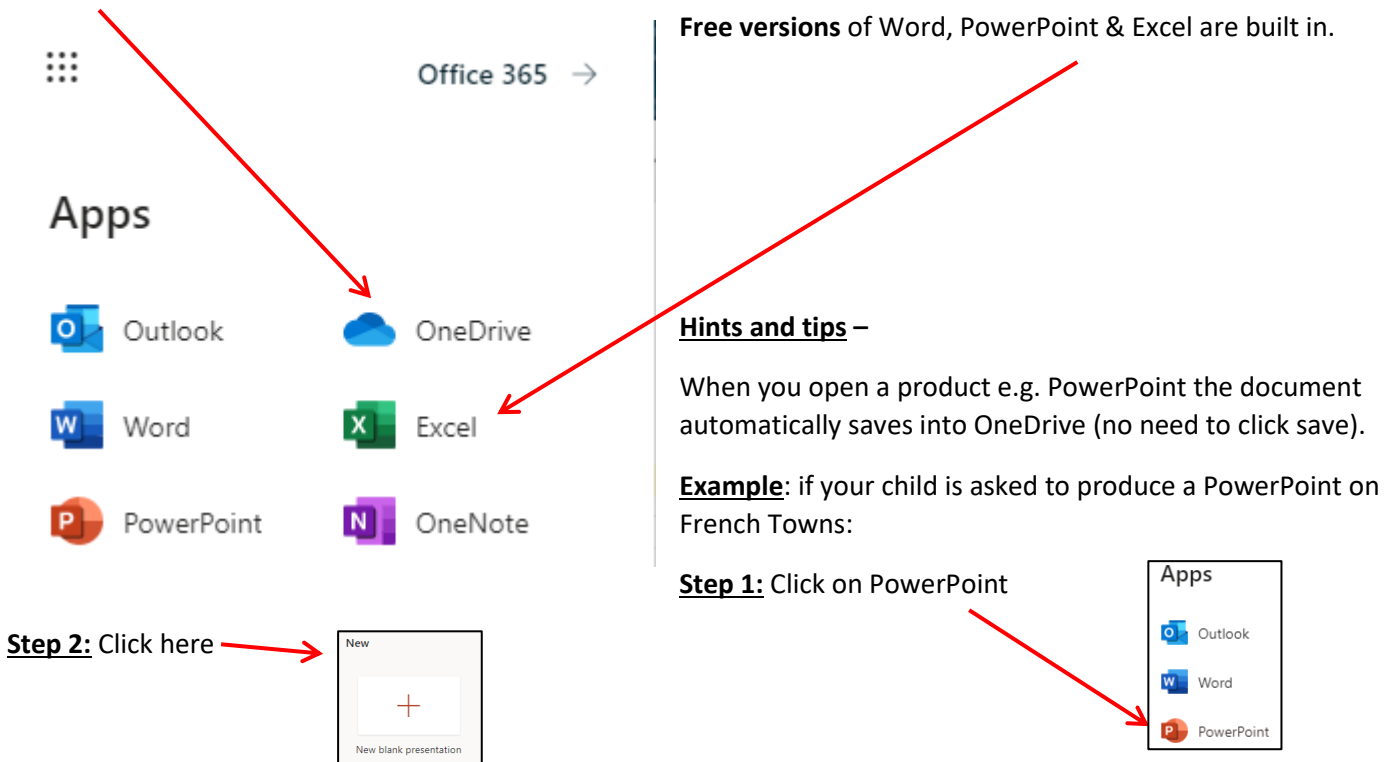


Step 7 - if you wanted to send an email to Miss Roberts then type the teachers surname into the “To” field and it will show names of different people in the school with that surname (shown below):



Other features of Office 365

OneDrive – Your child can store up to 5TB of work into this cloud based storage area (similar to Dropbox).



Free versions of Word, PowerPoint & Excel are built in.

Hints and tips –

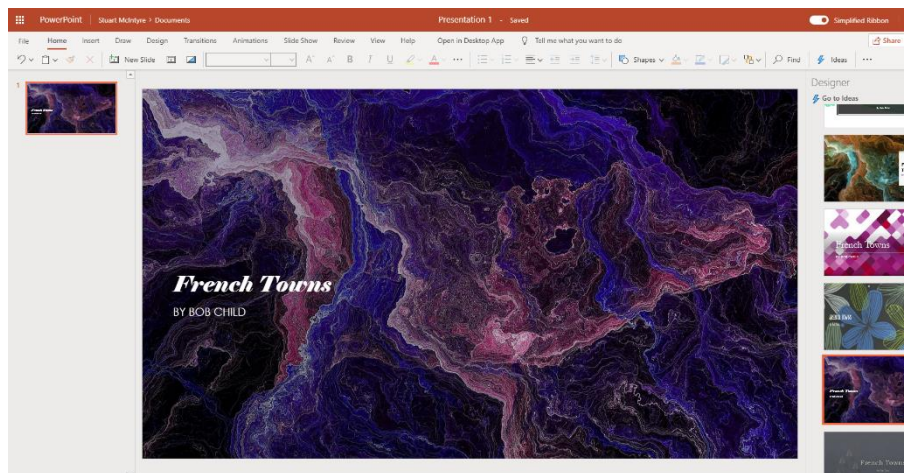
When you open a product e.g. PowerPoint the document automatically saves into OneDrive (no need to click save).

Example: if your child is asked to produce a PowerPoint on French Towns:

Step 1: Click on PowerPoint

Step 2: Click here

Step 3: Add the title & choose a design from the right hand side menu



Step 4: This PowerPoint saves into your OneDrive automatically

Step 5: to send this to your French Teacher (Miss Walsh), click on the “share” icon next to the file name and the “Send Link” box pops up. Type the surname of the teacher, select the teachers name and then click “Send”.

