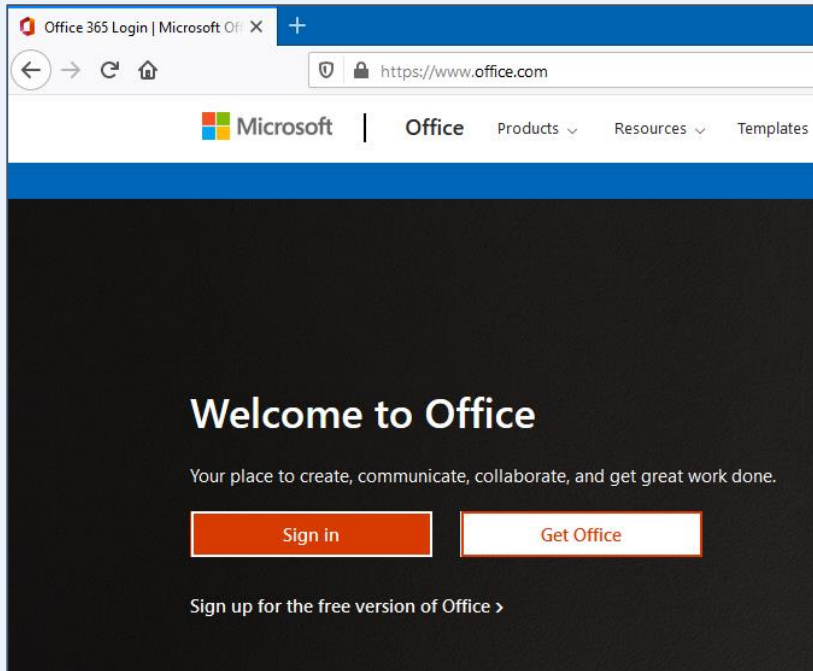


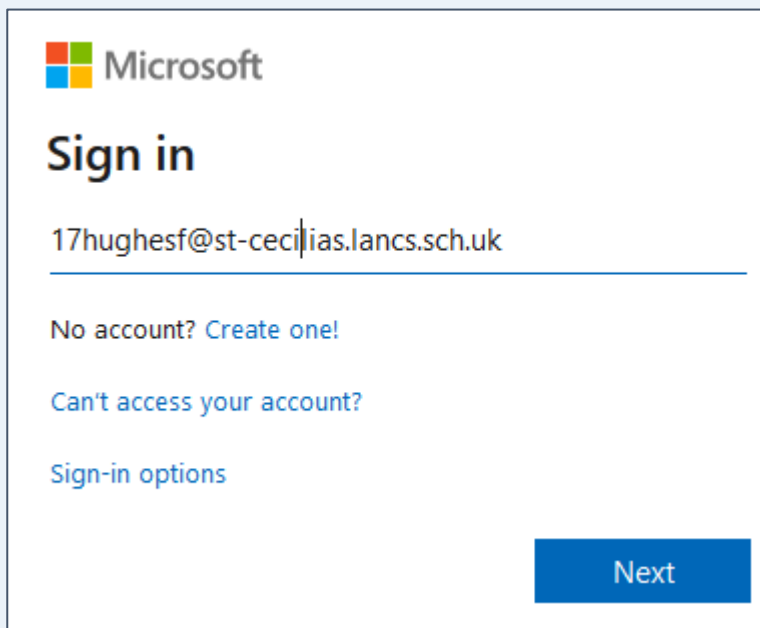
Accessing School Email and Teams on the Web

Step 1

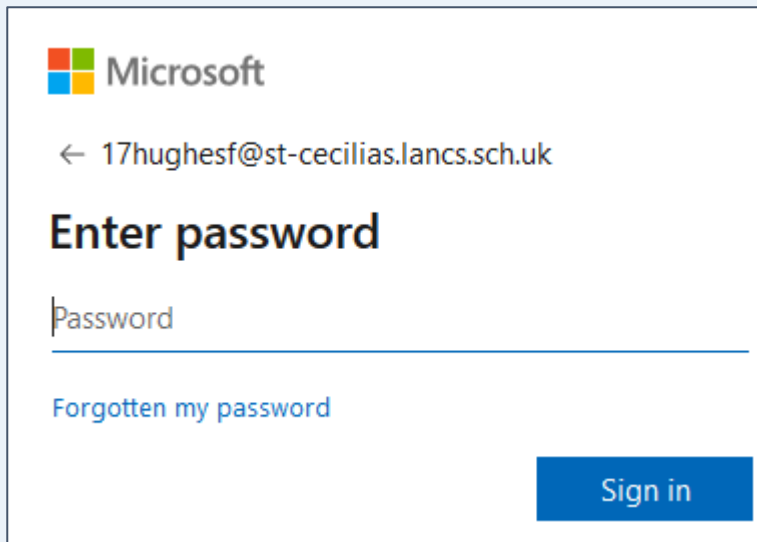
a) Go to office.com and click **Sign In**



b) Enter your username which is **schoolusername@st-ceciliassch.uk**

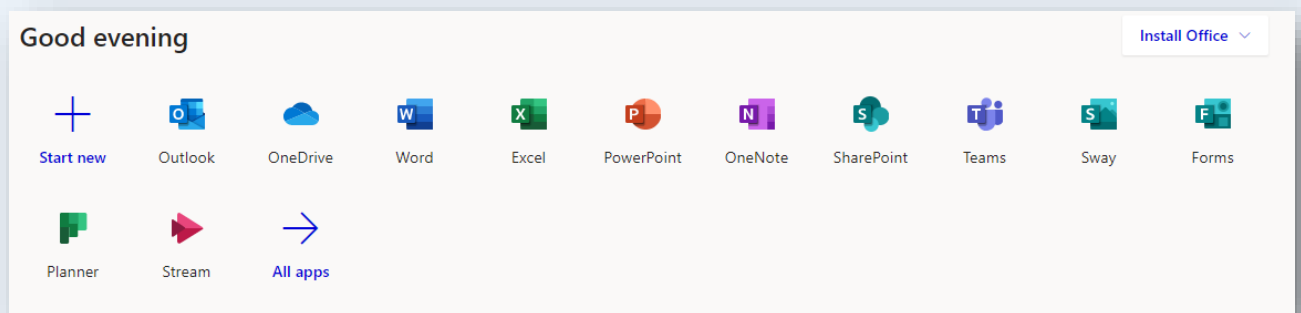
A screenshot of the Microsoft 'Sign in' page. At the top left is the Microsoft logo. Below it is the heading 'Sign in'. A text input field contains the email address '17hughesf@st-ceciliassch.uk'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue button labeled 'Next'.

c) Enter the **password you use at school** and click **Sign in**



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address '17hughesf@st-cecilias.lancs.sch.uk' with a back arrow to its left. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password'. Underneath the input field is a blue link that says 'Forgotten my password'. At the bottom right of the page is a blue button with the text 'Sign in'.

Step 2



To use **email**: Click **Outlook**

To use **Teams**: Click **Teams**

Installing Office

You can use the **Install Office** link shown to install all the apps you need on your PC, laptop, tablet or mobile device.