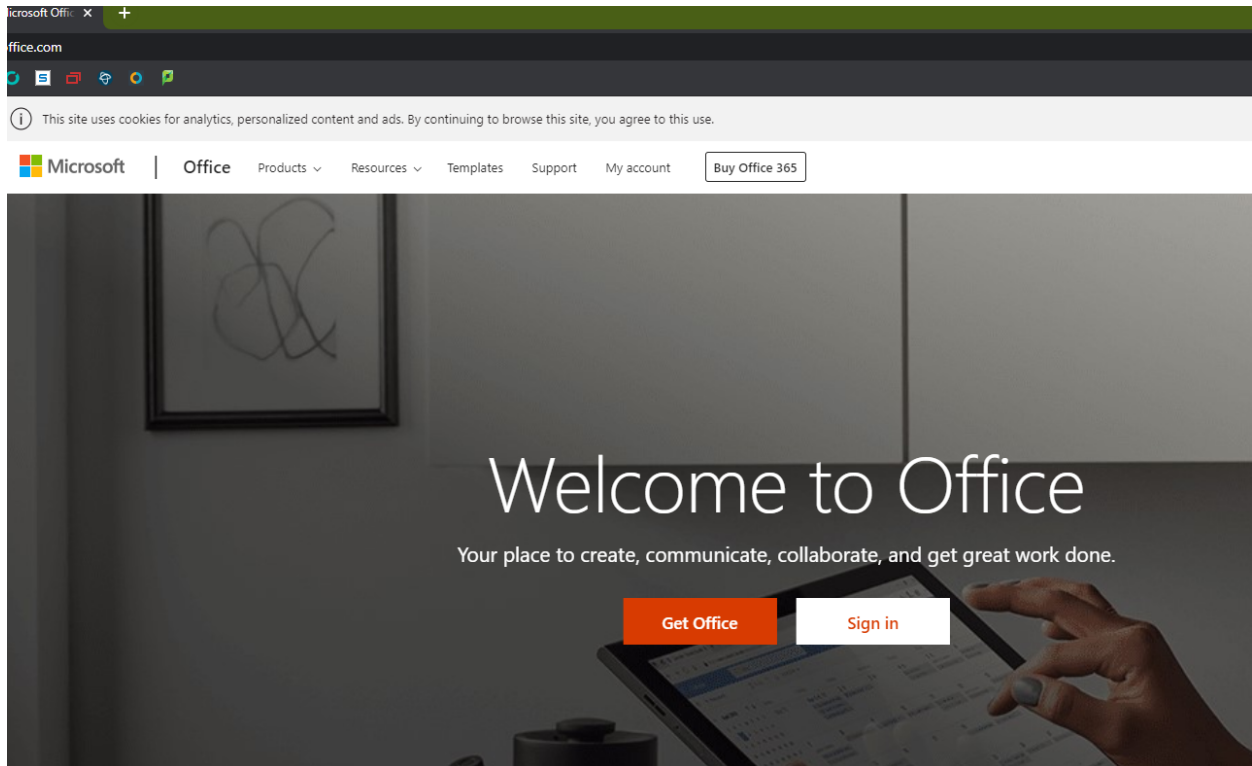
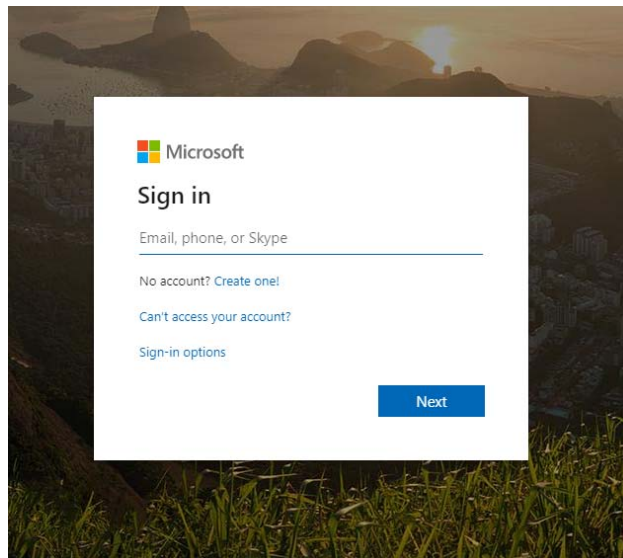


## Accessing Office 365 and student 'Work from Home' resources

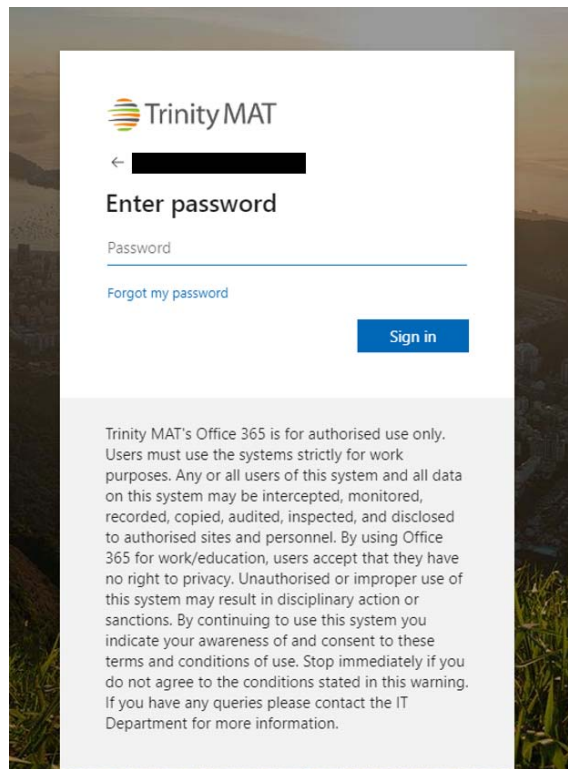
- 1) Open your web browser and either type in the URL [www.office.com](http://www.office.com), or you can enter office.com into a search engine and it will be the first search result. When the page has loaded, press "Sign in"



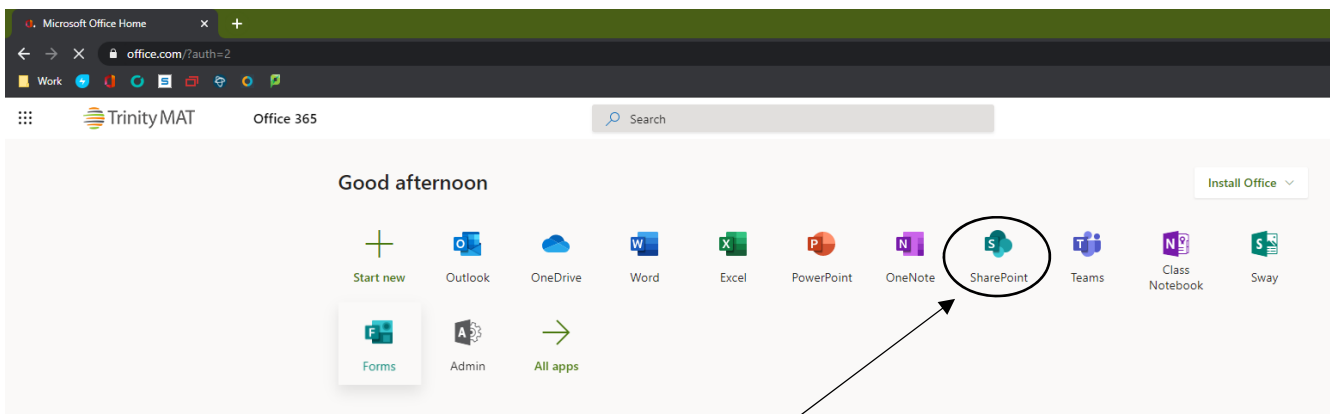
- 2) Then enter your email address. The format for this is your username for the school computers followed by "@cathedral.trinitymat.org". For example, [1234@cathedral.trinitymat.org](mailto:1234@cathedral.trinitymat.org)
- 3)



- 4) It will then prompt you to enter your password. Again, this is the same as your school computer login.

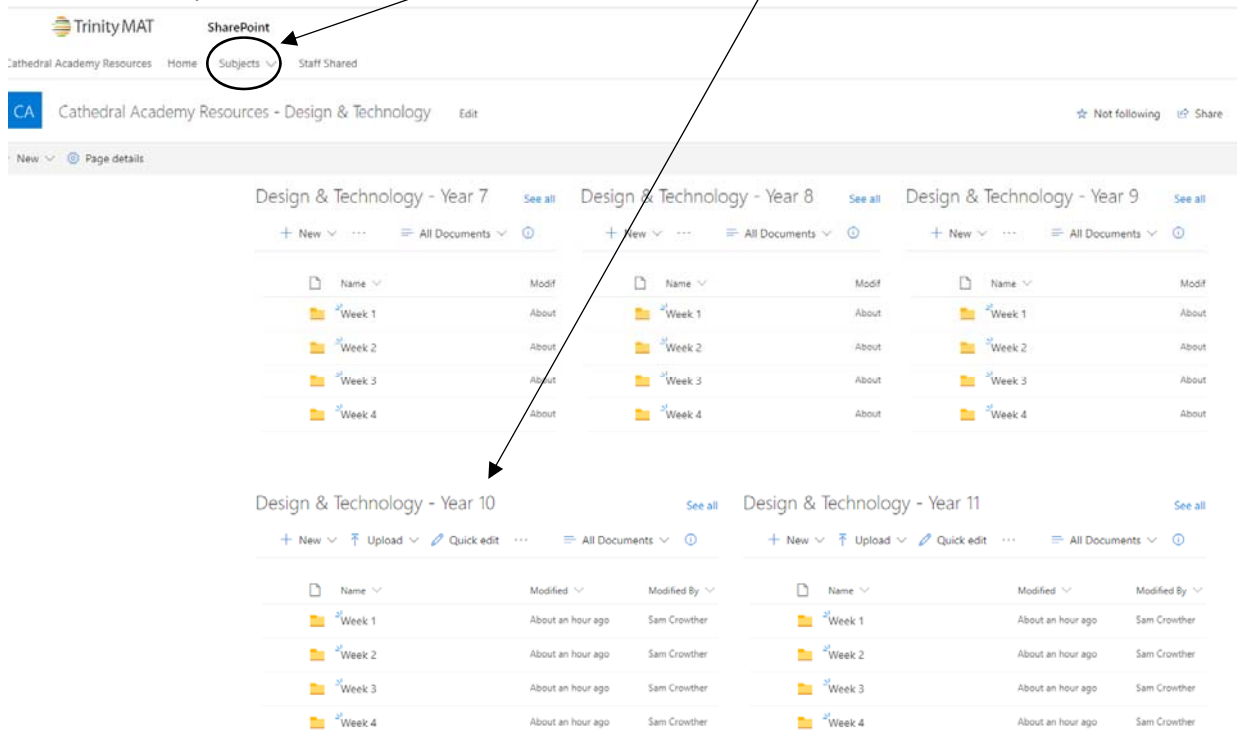


- 5) Now you will have access to the Office home page where you can access all of the Office 365 apps online that you have access to.



- 6) For the learning resources, click on the Sharepoint icon.

7) From the next screen you will be able to click on 'Subjects' at the top. Subject links will appear. When you click on the links you will be able to see the resources for each year-group and open them. (see screenshot below for example)



8) To access E-mails, click on the Outlook icon.