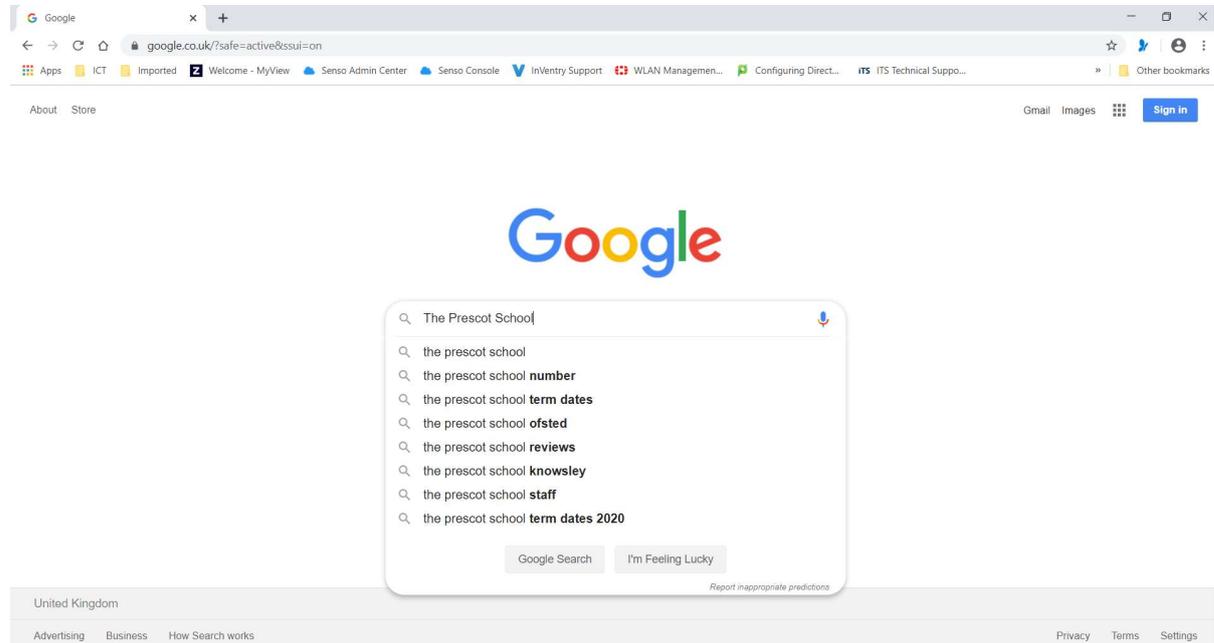
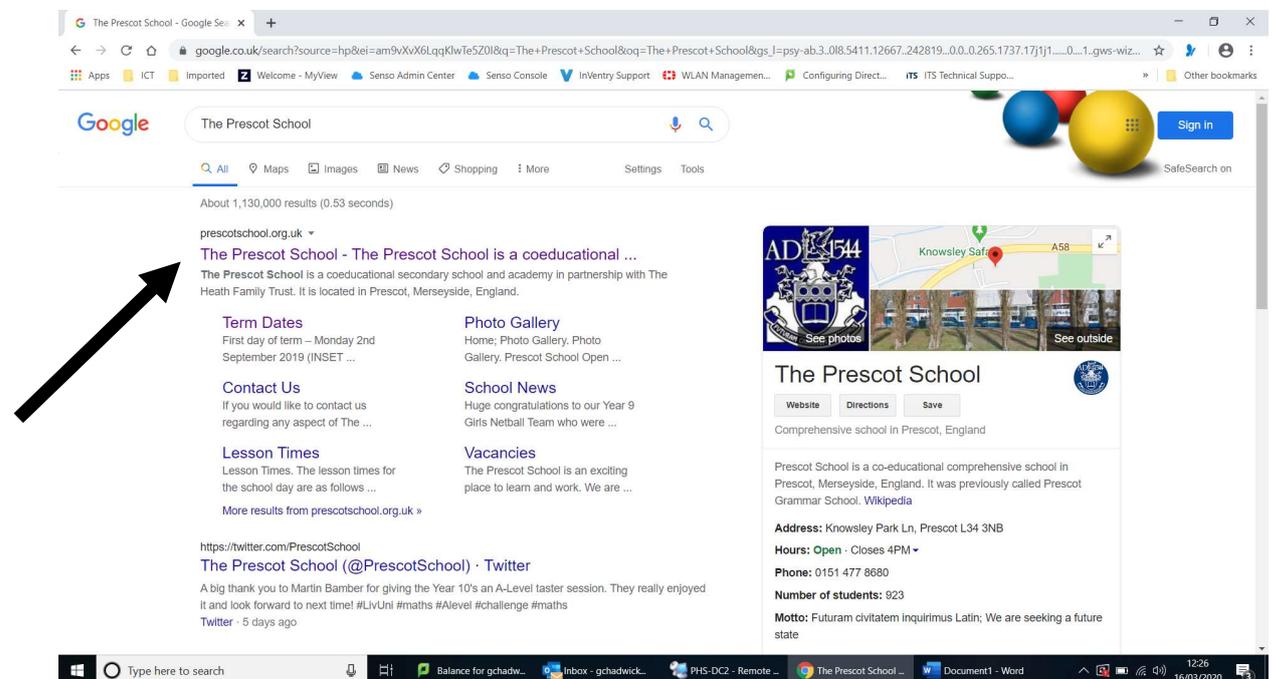


How to Access Microsoft Office 365

1. From any Internet connected computer open your Browser (Ie: Google Chrome)

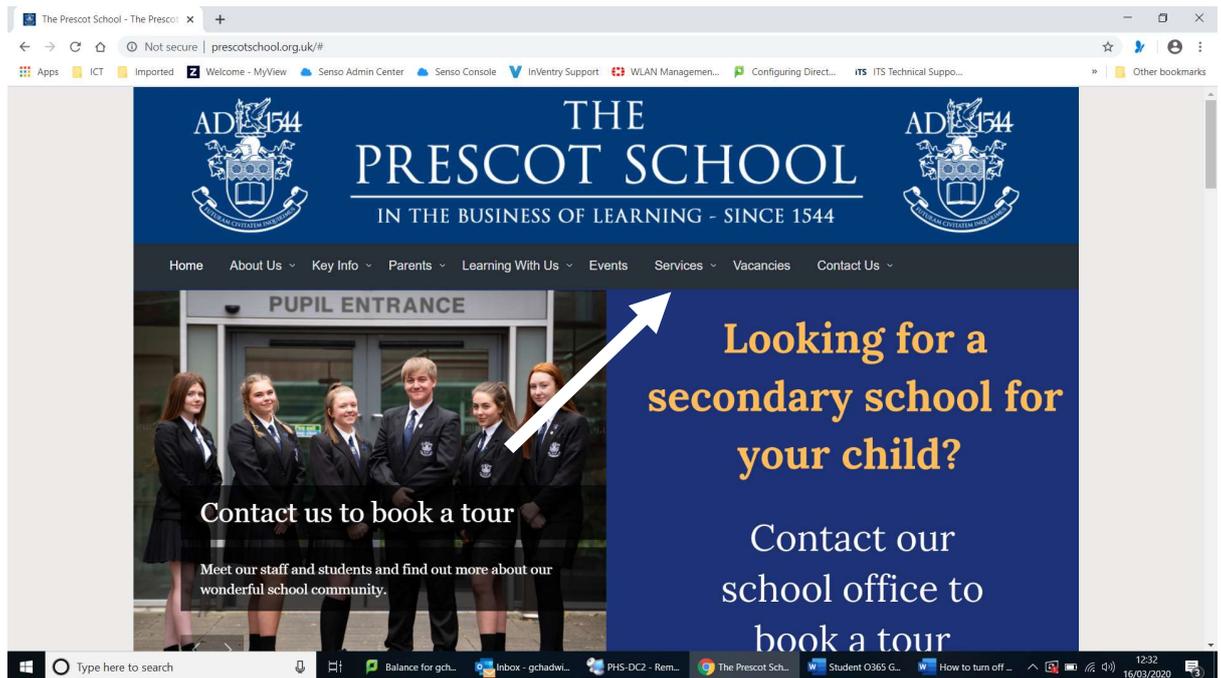


2. Type in **The Prescott school** in the google search field and press enter.
3. The Prescott School Website should show up as the First Result see screenshot below:

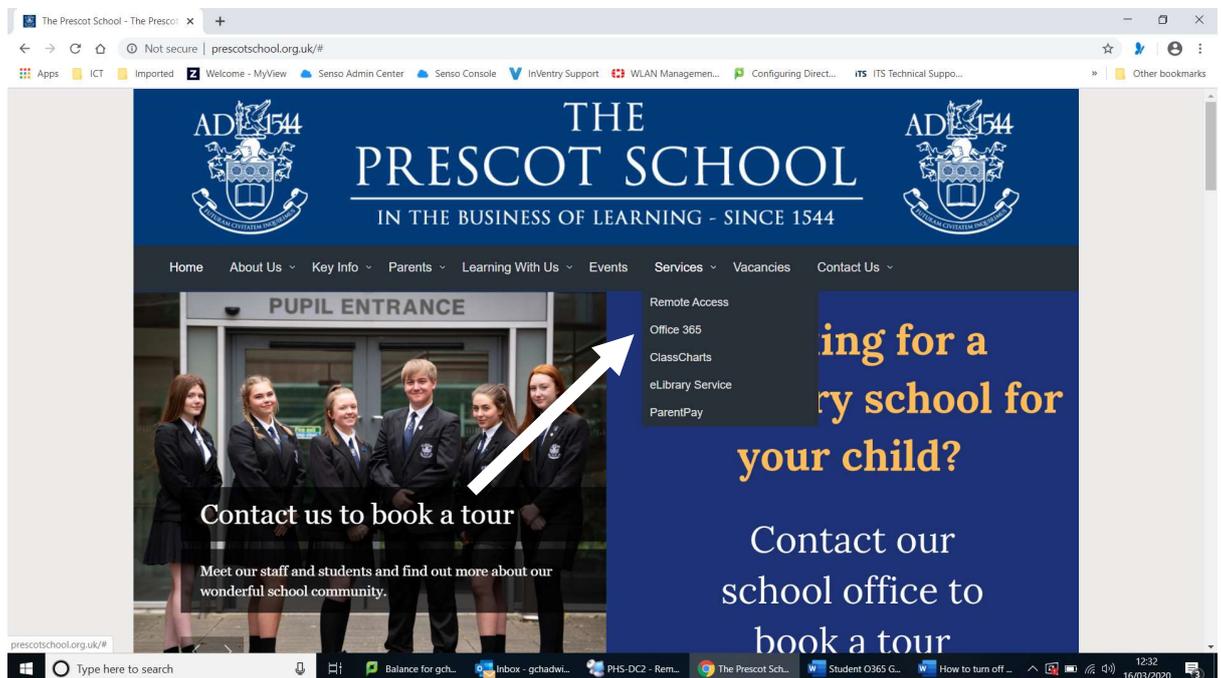


4. Left Click on the Link indicated (See Above Screenshot) to open the School website.

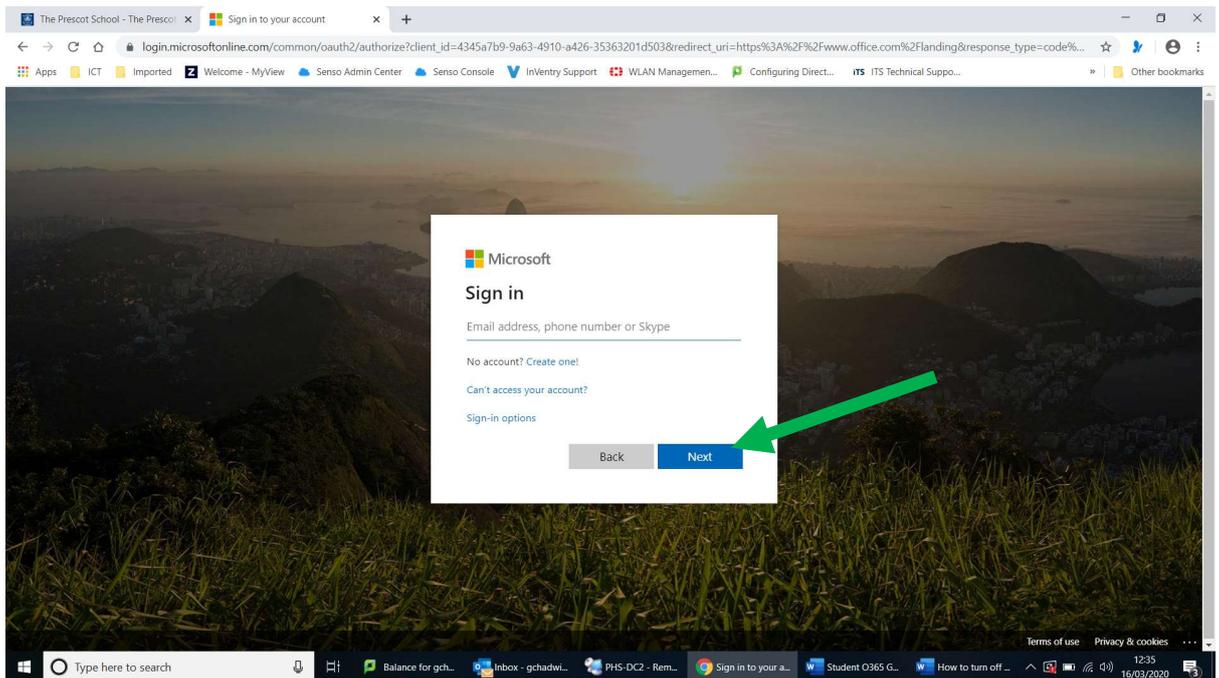
5. On the school Website move your cursor over the Services Tab on the Top Menu.



6. This will drop down a menu (See Below) Left Click on **Office 365**.

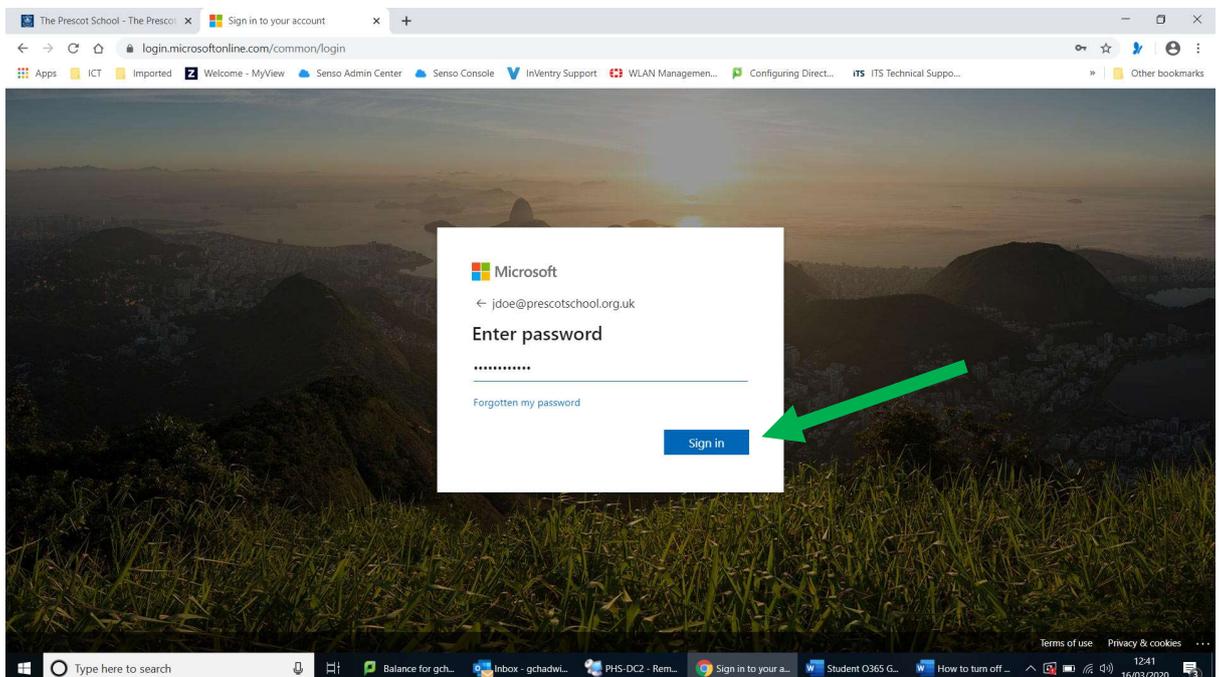


- This will open another Browser Tab see below for what you should see.

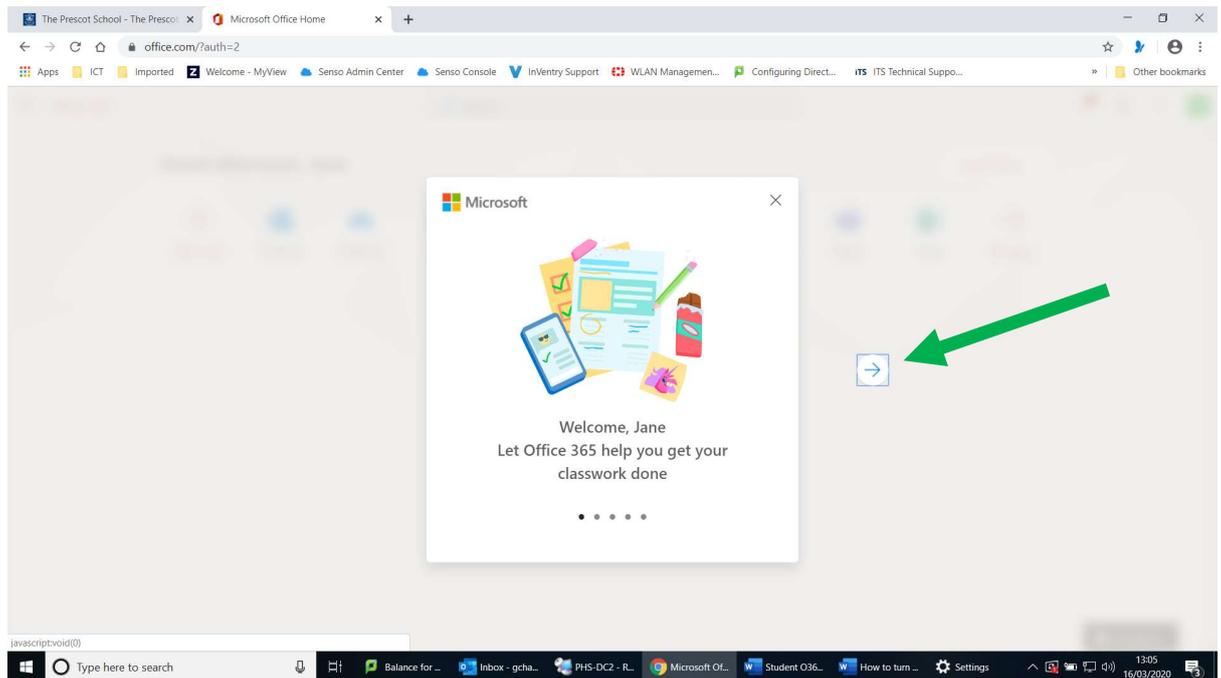


enter your school username but add the following onto the end **@prescotschool.org.uk**
For example 0101Bloggs@prescotschool.org.uk

- Press Next
- On this Next Screen enter your **school Password** and Press **Sign In** box

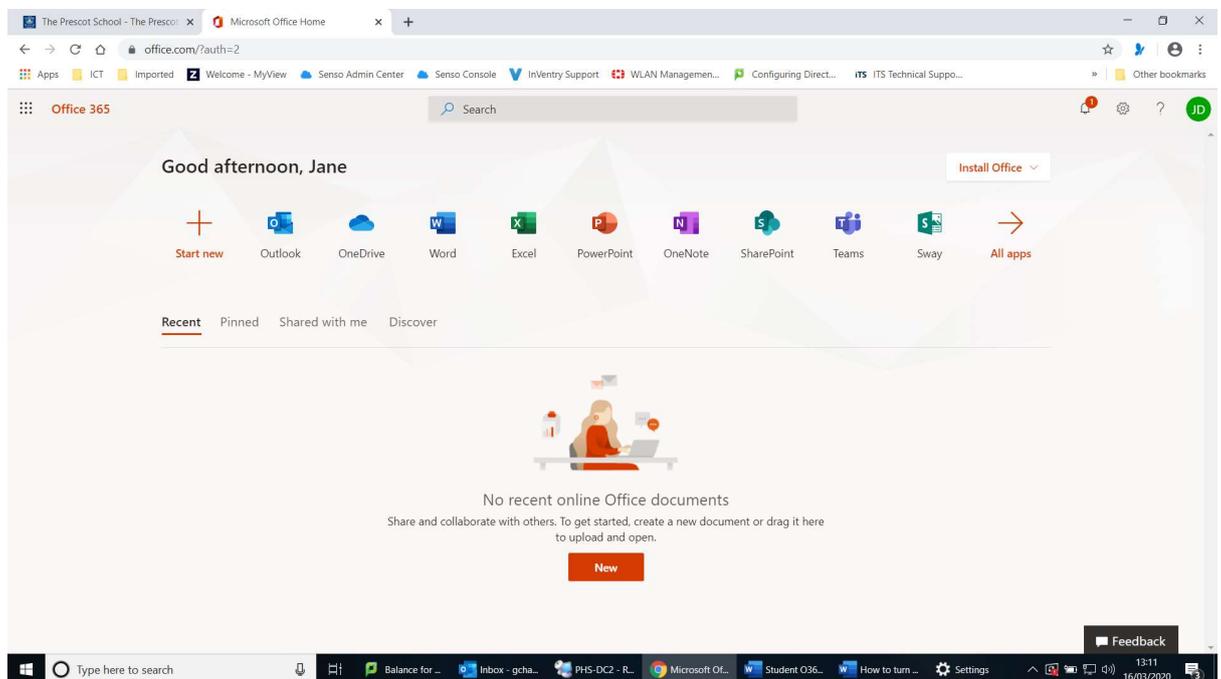


10. On first Sign in you will get the following Screen



Read through the information pressing the arrow on the right till you get to the last page. Where you will be able to close it.

11. You should now be able to see the following screen



You are now logged into Office 365 and you

For Email Left Click on the Outlook Icon and follow the Outlook guide for first use: