

## How to access Office 365

1. Open a compatible web browser on your device from the list below:

Operating System	Compatible Web Browser						
Windows 10	Microsoft Edge, Mozilla Firefox, Google Chrome						
Windows 8.1, 8, 7	Mozilla Firefox, Google Chrome						
Windows Vista	Mozilla Firefox, Google Chrome						
Mac OS X	Apple Safari, Google Chrome						
Linux	Mozilla Firefox, Google Chrome						

Microsoft recommends users ensure their browser and device are up-to-date to avoid any problems.

- <complex-block>
- 2. Type <u>https://www.office.com</u> into your address bar.

3. Select the Sign In button. This will redirect you to the Office 365 login page.



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- 4. You email address will be your school username with **@liskeard.cornwall.sch.uk** at the end. For example **Y19FoSurname@liskeard.cornwall.sch.uk**.
- 5. After selecting **next** you will be required to enter your password which will be the same as your school user account.
- 6. After logging in successfully, you will be brought to **Office 365 Home** where you can then access the suite of available applications including email (Outlook) and OneDrive.

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