

USING OFFICE 365



All Longsands students are entitled to FREE Office 365 – see below for details!

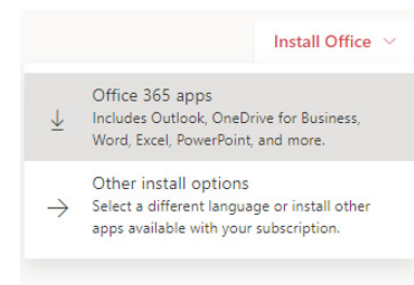
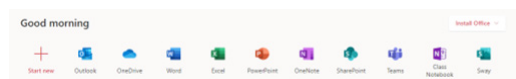
If a student forgets their email password they can speak to their form tutor, class teacher or a member of student services who will be able to reset it for them.

We have shared with students details of some guidance on **email etiquette**.

How to access Office365:

Students should log into office 365 by going to: www.office.com and logging in with their Academy email address

(i.e. 7042@astrea-longsands.org)



When the box is expanded, select 'Office 365 Apps'

They should then get a download box pop up, and have access to the full suite of Office products.