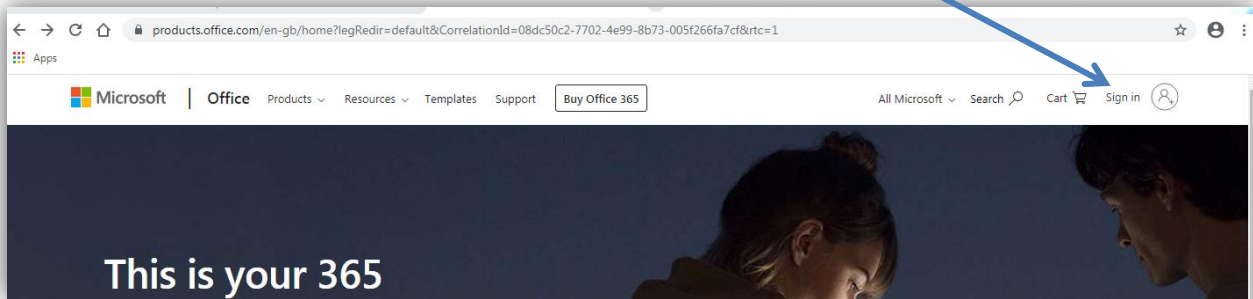


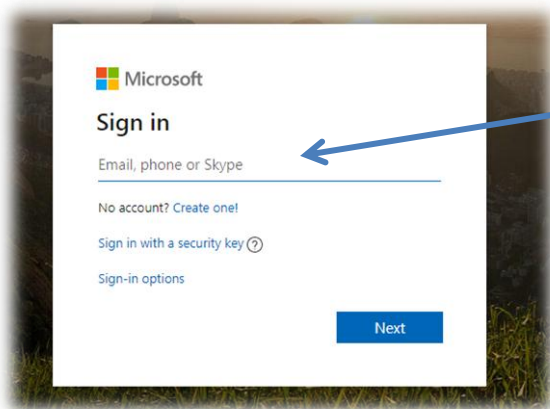
Accessing your Email and Office 365 (at Home)

Step 1

At home search for <https://www.office.com/> and click sign in



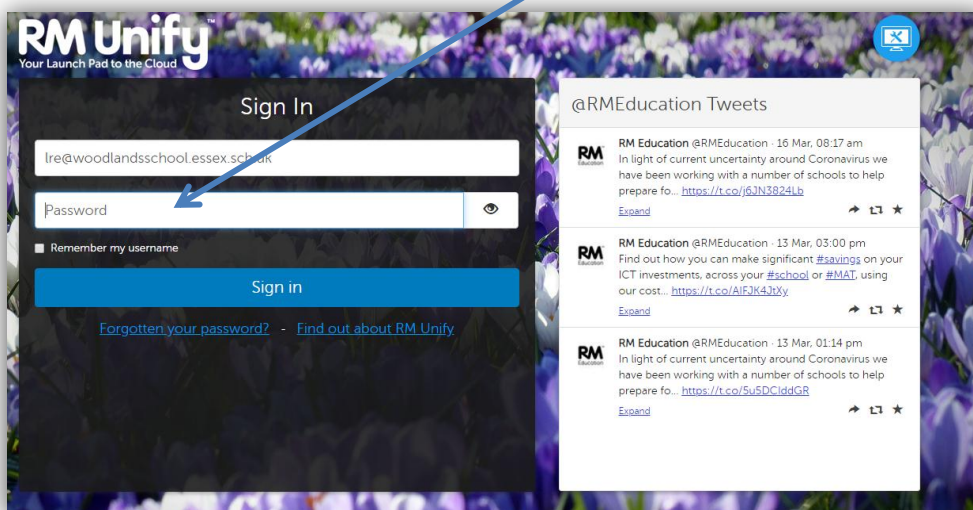
Step 2



Please type your Email address which is your **(Username)**@woodlandsschool.essex.sch.uk

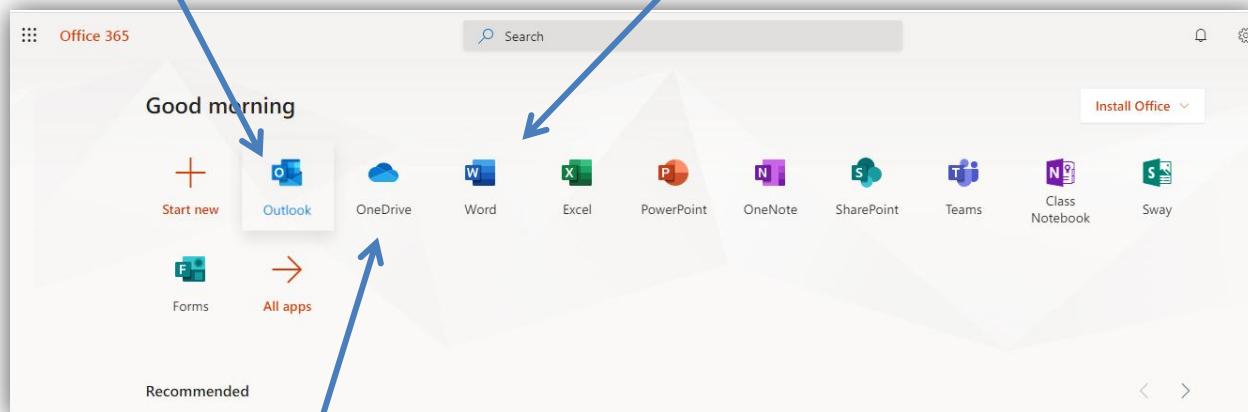
(The username is the one you use to log into our school network) **e.g 18smithL**

You will then be asked to enter your school login password (enter the password you use when logging onto our school network).



Step 3

You will now be able to access the office software (programs) that you use on our school network (**outlook is your email**)



You can use the **Onedrive** to save any files and then they can be accessed again in and out of school – **please save in this location unless you have been told otherwise.**

Please note the link is also available on our school internet page.

Any issues please talk with our ICT team