

## Microsoft Office online for Stathern School pupils

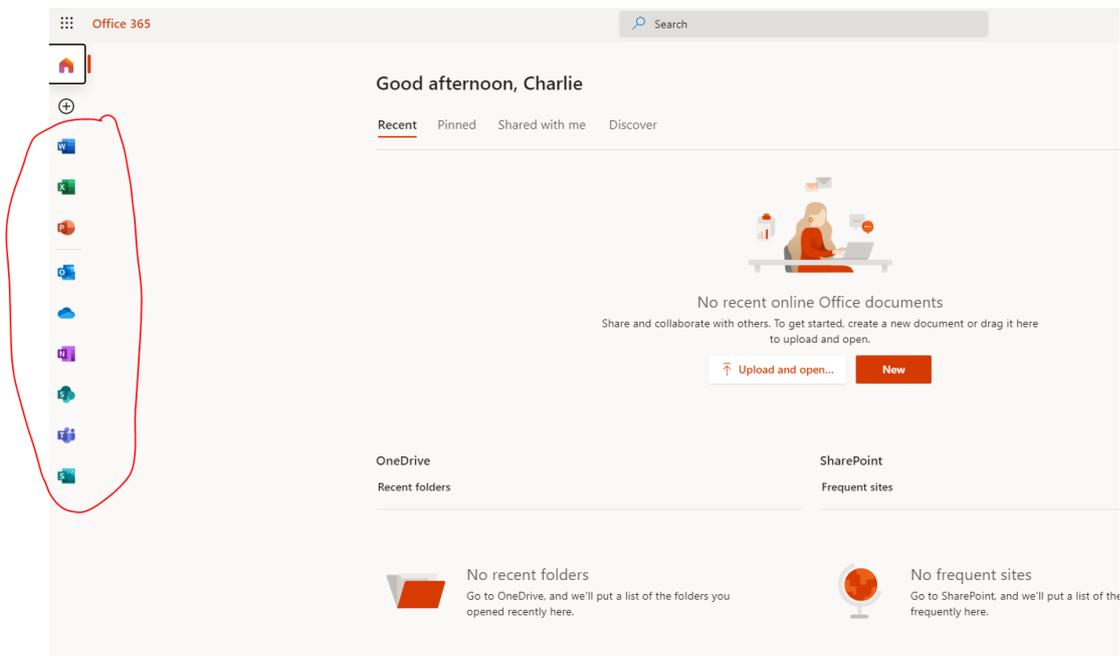
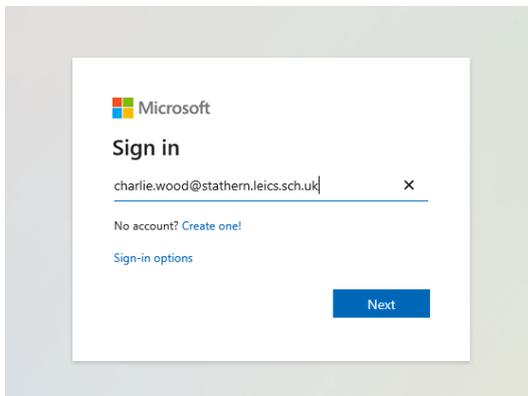
Stathern School has assigned all pupils a Microsoft Office 365 license which will allow to access the online version of Word / Excel / PowerPoint and also allow for the install of Microsoft Teams for remote learning. Teams install instructions are on the other document sent to you.

To set up your home computer follow the below steps:

### Step 1 – Log into your Office 365 school account

- Go to <https://portal.office.com> and sign in using your school assigned email address and password – Mrs Lambert / the office will be able to provide you with this information and will email it to you in a separate email.

***Once you have signed in you will see the below screen and you can access the online versions of Word / Excel etc from the menu icons on the left.***



**You can create / edit and open any Word / Excel / Powerpoint documents you have from these online apps**

**For example here is the screen when you select WORD from the Word icon, You can create / edit and open word documents**

