

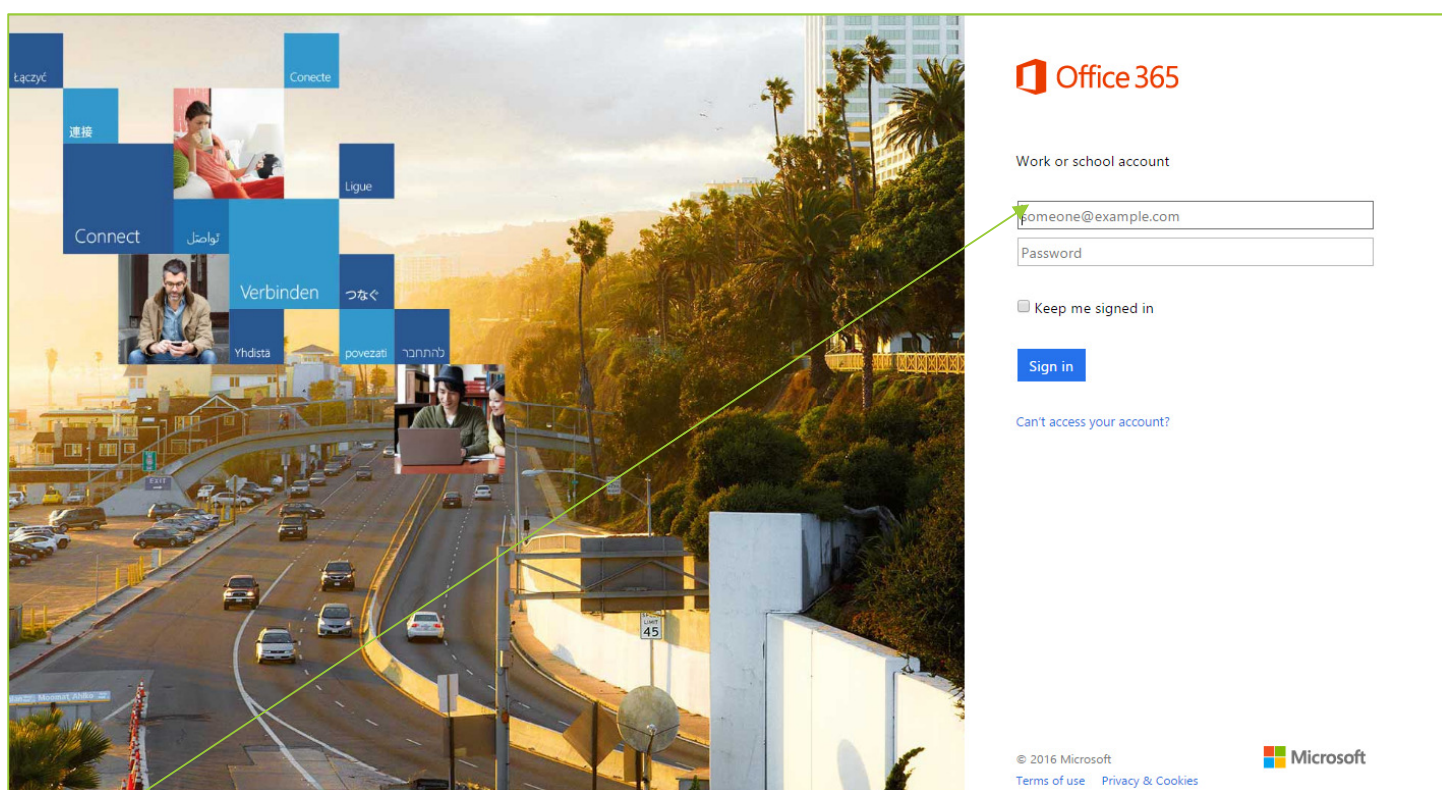
How to: Use Office 365

November 2016

You're used to using Microsoft Office programs (Word, PowerPoint, Publisher, & Excel) in school, but did you know you can access them online, from almost any device? Here's how:

Open up a web page and go to login.microsoftonline.com, or search "Office 365".

You should get this page:



Office 365

Work or school account

someone@example.com

Password

Keep me signed in

Sign in

[Can't access your account?](#)

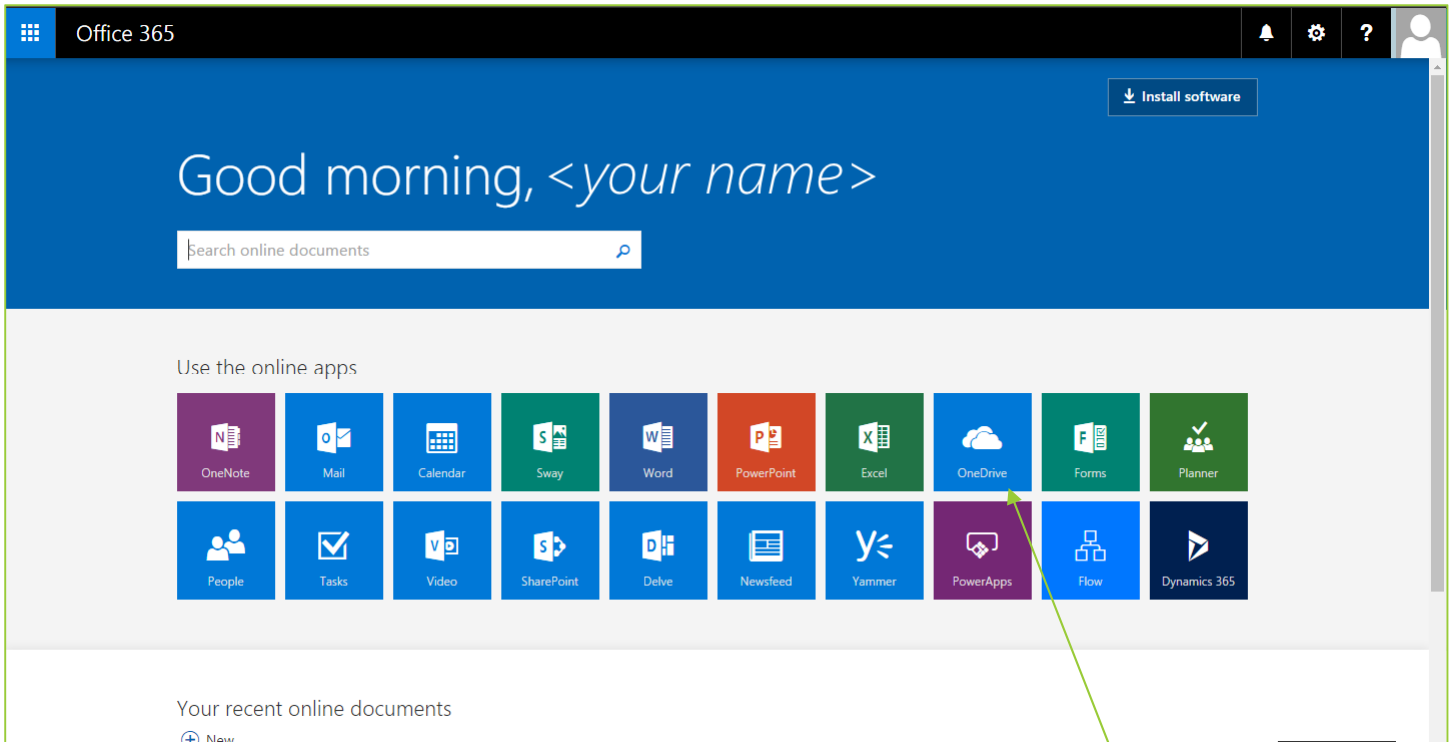
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Microsoft

In this box, type your school username (e.g. 16JSmith) and add **@burnley-cs.org** after it.

And in the box underneath, type your school password.

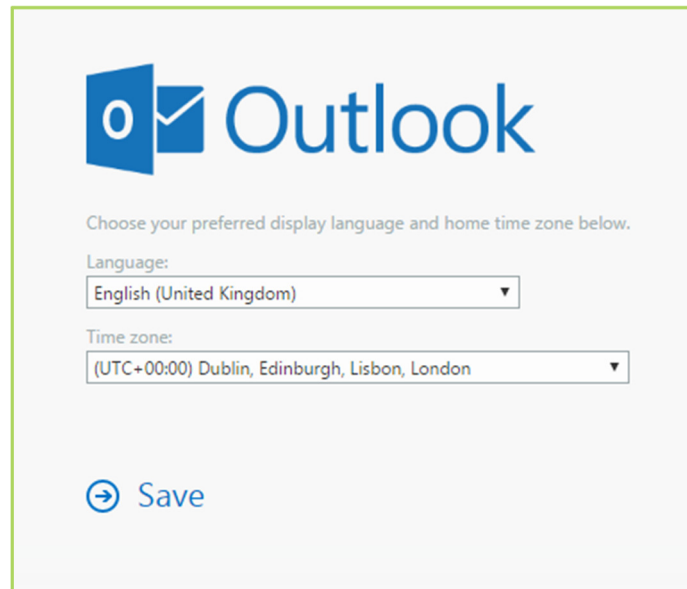
You should now see this window:



From here you can check your email, or use any of the usual Microsoft programs. It won't be as fast as using the program installed on your computer, but still works well.

You can't load files directly from your computer, but you can upload them to OneDrive first.

Some programs may start with help pop-ups if you've used them for the first time, such as email:



In this case, just select the settings above and click SAVE.