

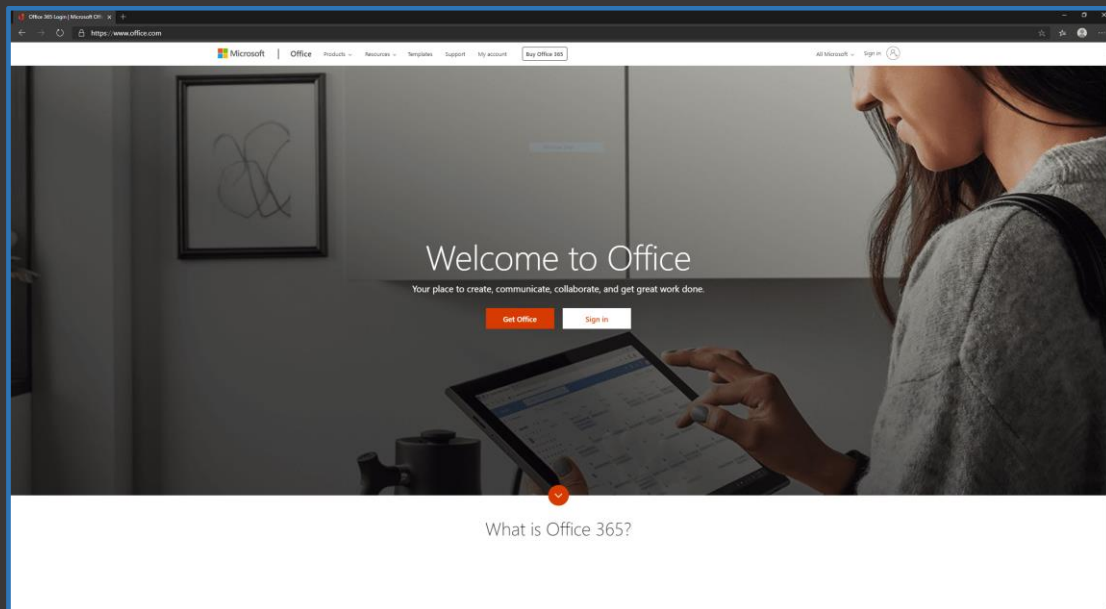
## HOW TO ACCESS OFFICE 365

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

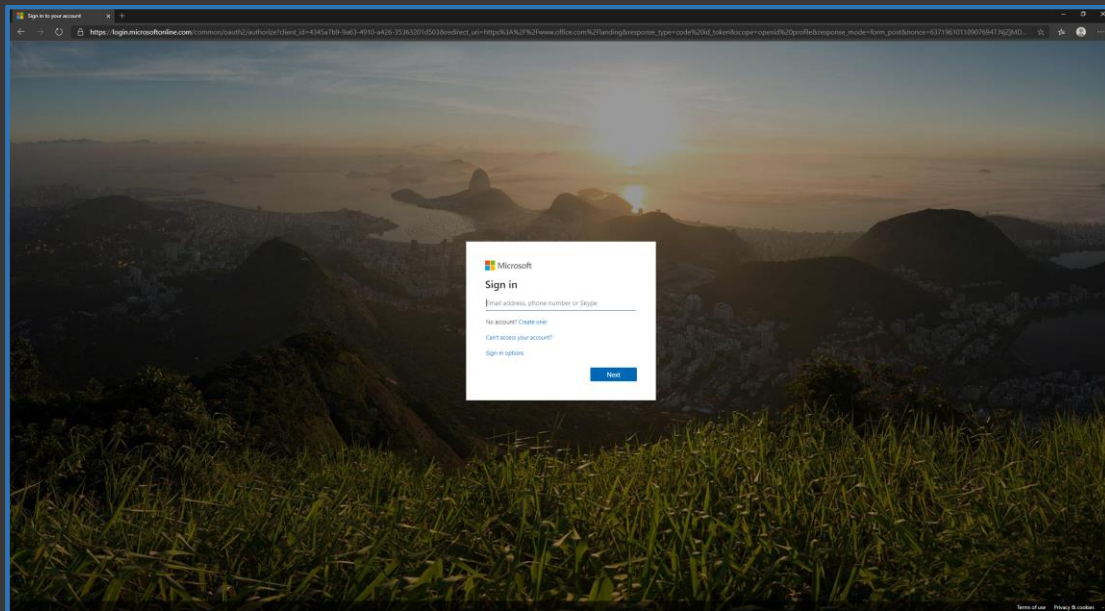
Microsoft recommends users ensure their browser and device are up-to-date to avoid any problems.

2. Type <https://www.office.com> 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. Your 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.

