



Accessing School email and Microsoft 365 services for Students.

All students at Woodham Academy are given a school email address and access to Microsoft 365, including Office applications, for the duration of their time here. This can be accessed by going to office.com and clicking the button marked **Sign in**.

The student will then need to enter their school email address, which is usually in the format

firstname.surname@woodham.org.uk

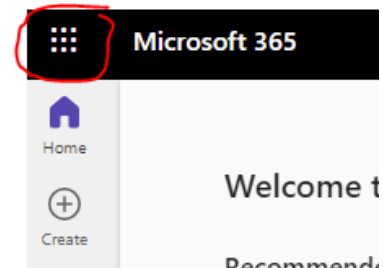
(please note that this is based upon a student's legal name, and that occasionally where we have more than one student with the same name, or students with longer names, their email address may differ slightly from the usual format, but students will be informed of this when they first start at the school)

Student Office.com account passwords are synchronised to the password they use to access computers at School, so they need to **enter the password they normally use to log on to the computers in the School building**. Should they wish to change their password, they can do so by logging on to one of the computers **in school**, press Ctrl+Alt+Del and choosing the **change password** option. Their username for the school computers is the same as the first part of their email address (firstname.surname). New starters need to have logged on to a computer in School before their email/Office.com account will become active. It is important that students do not share their passwords with others as they are responsible for any activity taking place using their account or email.

Once signed in, there will be a list of available online apps on the left hand side. To access email students should click the Outlook logo.

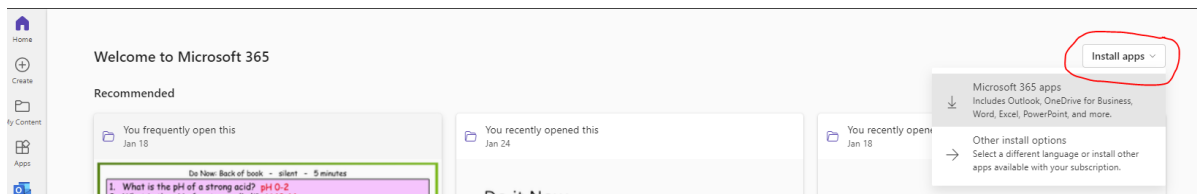


Online Applications such as Teams, OneNote etc. can be accessed using the icons on the left or by clicking the launcher at the top left and choosing the appropriate app.



Should a student wish to install Microsoft Office (including Word, Powerpoint, Excel and other applications) onto their own PC or laptop to help them complete homework or other assignments they can do so. Microsoft give each student a license to install and use MS Office whilst they are at

Woodham. Using the device in question, go to Office.com and sign in using the student's school email address and password. You should see a screen like this:



Click on the Install Apps button, then select Microsoft 365 Apps, run the installation file and follow it's prompts to complete the installation procedure. Due to the variety of equipment and environments students may use outside of school, we cannot provide technical support to queries relating to using or installing software on your own devices.

Please be aware that once a student leaves Woodham their email account and access to Office applications will be removed, along with any documents, emails or work they have stored. It is the responsibility of the student to save copies of anything they wish to keep to a PC or device of their choice before they leave. Access to school computing facilities, student email and office applications is a privilege which will be withdrawn if abused.