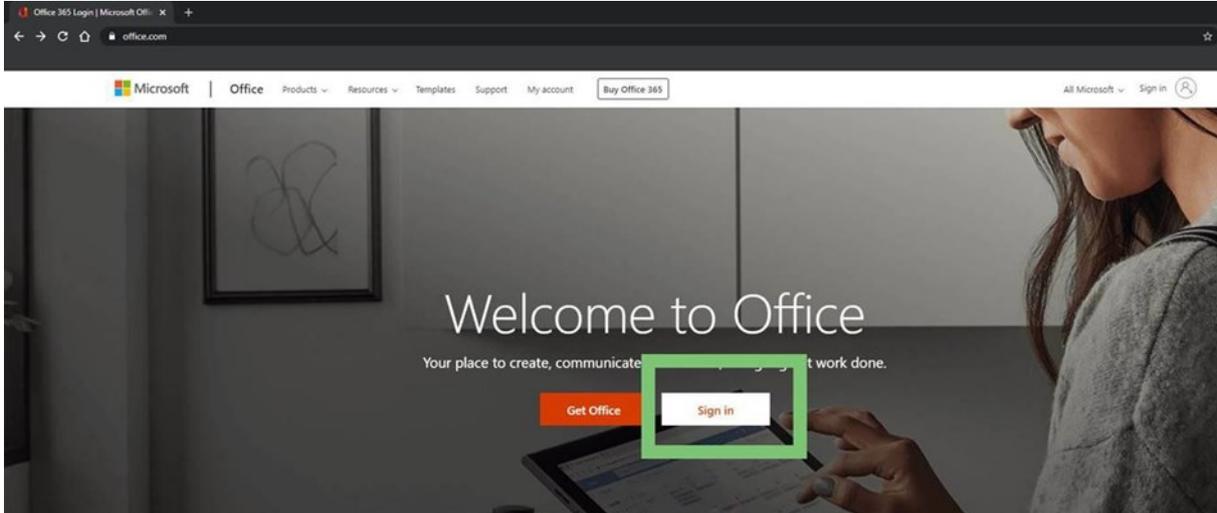




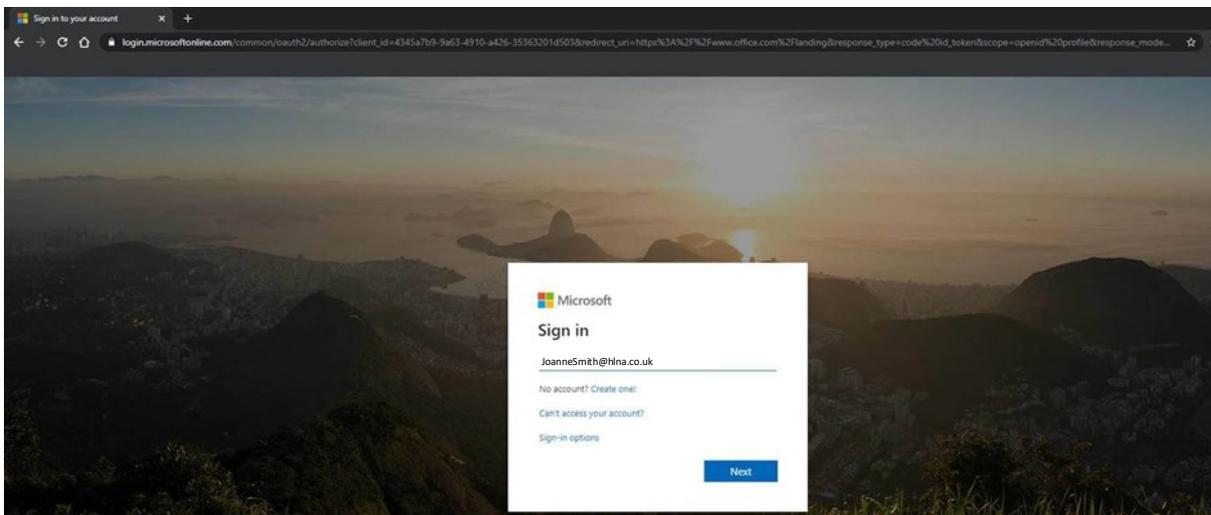
How to guide: Accessing Office365 from Home

To access Office365 online please follow the following instructions:

1. Please visit <https://www.office.com/> and click “sign in”



2. The login details will be the student’s email address - student username followed by @hlna.co.uk, E.g. JoanneSmith25@hlna.co.uk The password is the student’s password they enter to login into the school’s computer network.



3. Once the student is logged in they do their work within the browser. Please note our license only allows for online use only.

