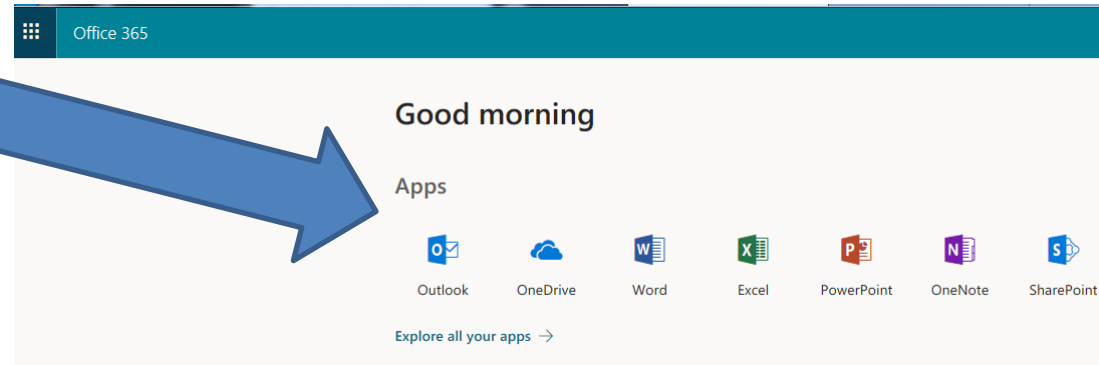


To access Office 365 at home, click on the icon on your school laptop called “Office 365 at Home”. Alternatively, type in the link into your address bar in Chrome/Safari/Explorer etc.

<https://login.microsoftonline.com/>

- You then need to type in your school email address: **forename.surname@st-marys.newcastle.sch.uk** (*for example: john.brown@st-marys.newcastle.sch.uk*)
- Your password is the usual password that you use to login into the school network at St Mary’s

You can now access outlook or OneDrive for access to shared folders.



On the left hand side, you should see an option for "Shared", click on this and you will now be able to access any folders and work shared with you.

