

## Instructions for using Microsoft 365 with a PC or laptop.

Go to the following website <https://office.com>

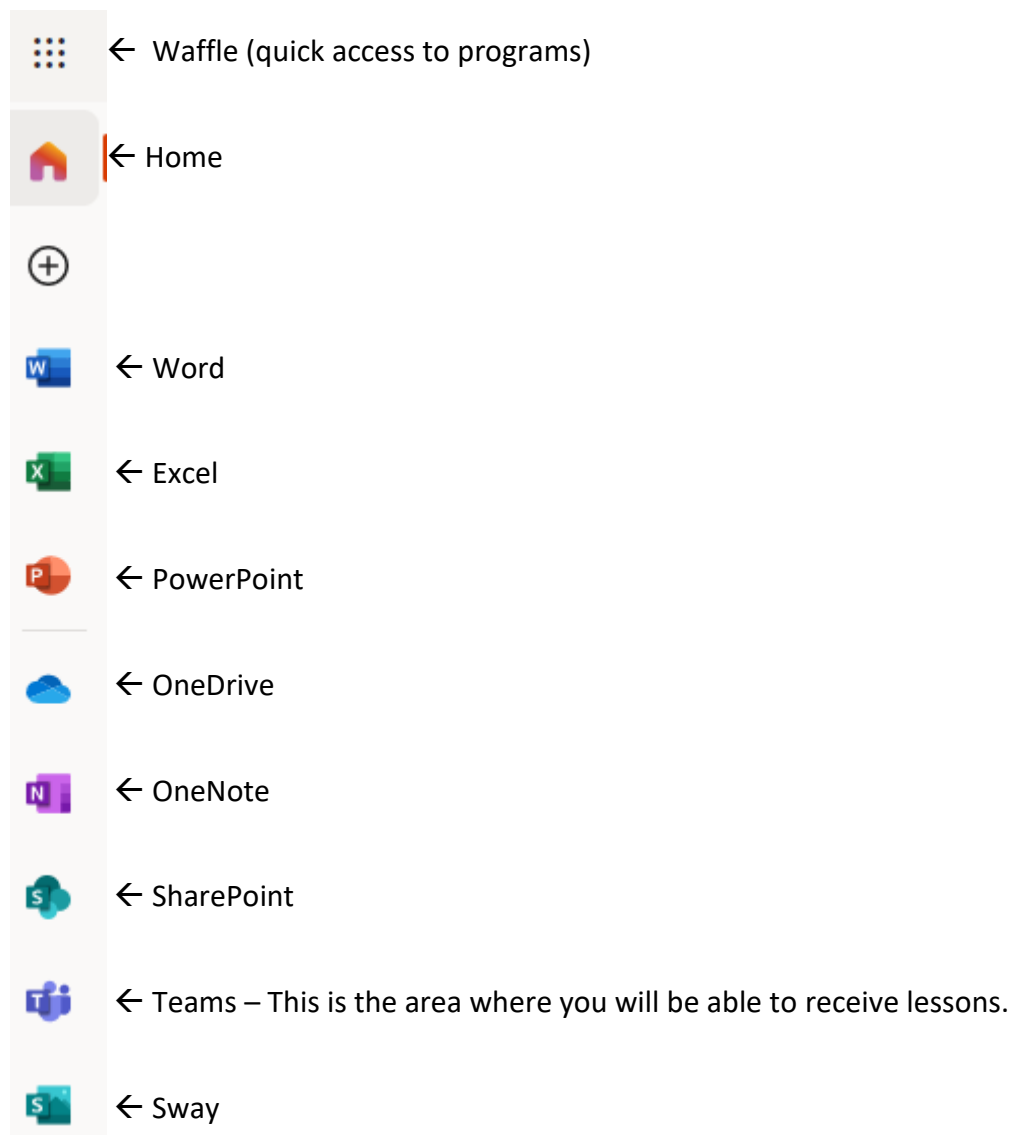
Click on “Sign in”

Enter your username and password as per the information given to you in the letter.

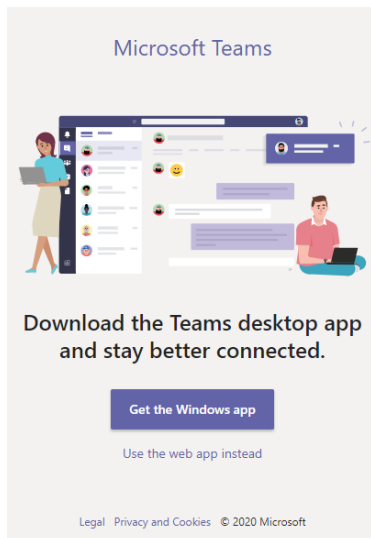
You will be prompted to change your password the first time you login.

Once your password is changed, you will be asked whether you would like to “stay signed in”. Doing this will require you to put your password in fewer times.

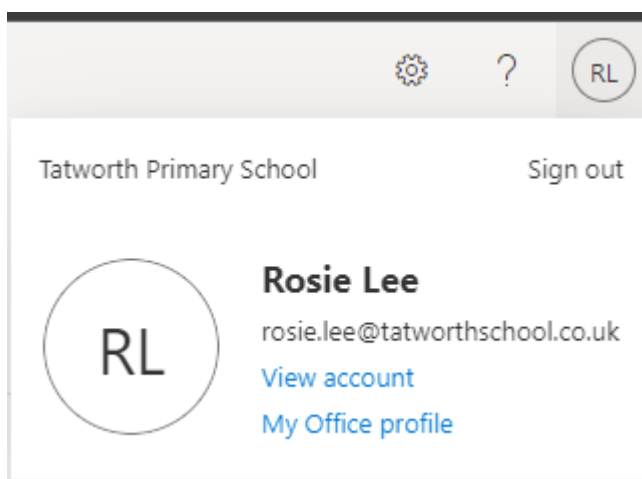
Once logged in you will see the “home page” where you will be able to access your programs.



When you click on Teams you will see an option to download the “app” which will then require you to install the program or “Use the web app instead”.



To log out of Microsoft 365, at the top right of the screen you will see your child’s initials. Click on the initials and you will be able to “Sign out”. If you have more than one child using the system, you may want to double check you are signed in as the correct user by looking up at their initials when you first sign in.



It is possible to use more than one web browser to access two separate accounts. For example, you can sign one child in to Google Chrome and another child in to Microsoft Edge.