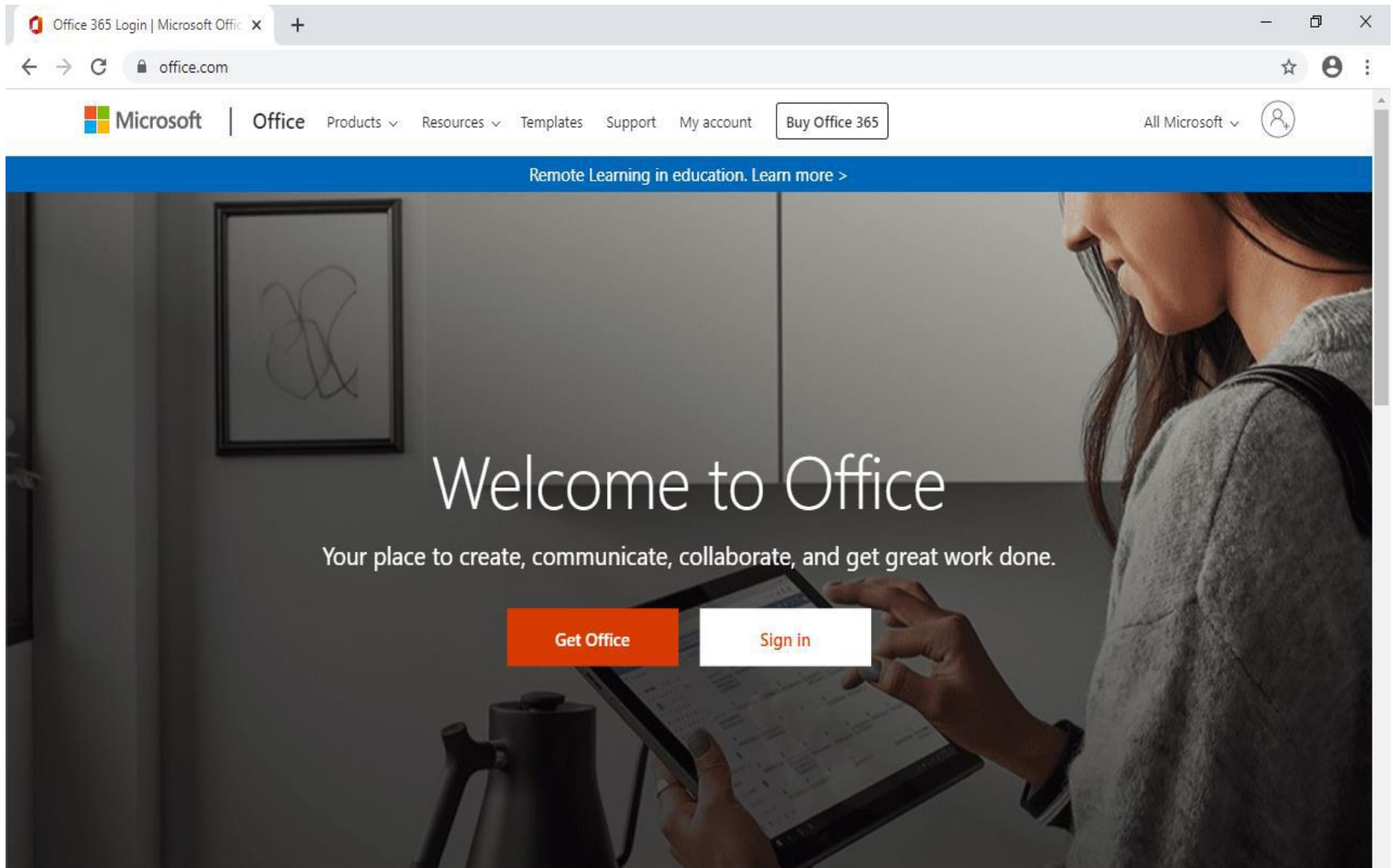


# How to access your school email account

## **ICT Acceptable Use**

Email activity is monitored so please follow the ICT acceptable use policy. Emails which you send have to be approved before they are received by the recipient.

Type [office.com](https://office.com) into your web browser on your computer or phone



The image shows a screenshot of a web browser displaying the Microsoft Office website. The browser's address bar shows "office.com". The page features the Microsoft logo and navigation links for "Office", "Products", "Resources", "Templates", "Support", and "My account". A "Buy Office 365" button is visible in the top right. A blue banner at the top of the main content area reads "Remote Learning in education. Learn more >". The main heading is "Welcome to Office", followed by the tagline "Your place to create, communicate, collaborate, and get great work done." Below this, there are two buttons: "Get Office" (orange) and "Sign in" (white).

Office 365 Login | Microsoft Office

office.com

Microsoft | Office Products Resources Templates Support My account Buy Office 365 All Microsoft

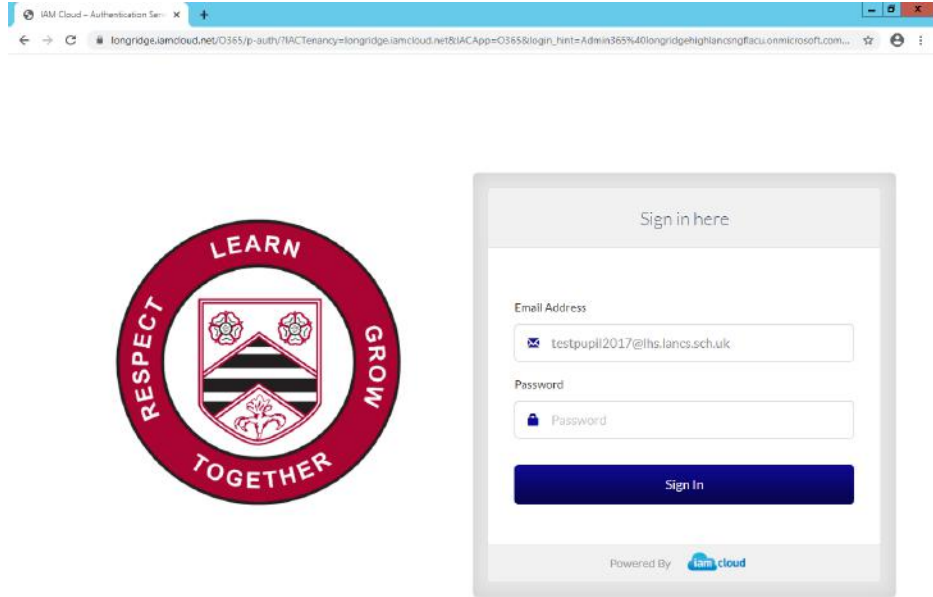
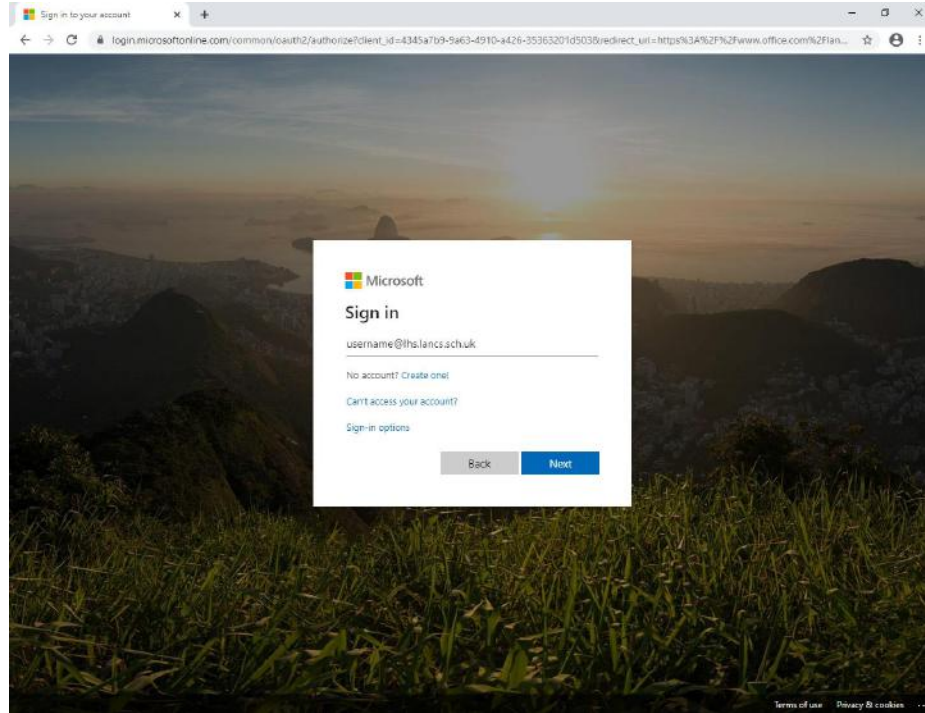
Remote Learning in education. Learn more >

# Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Get Office Sign in

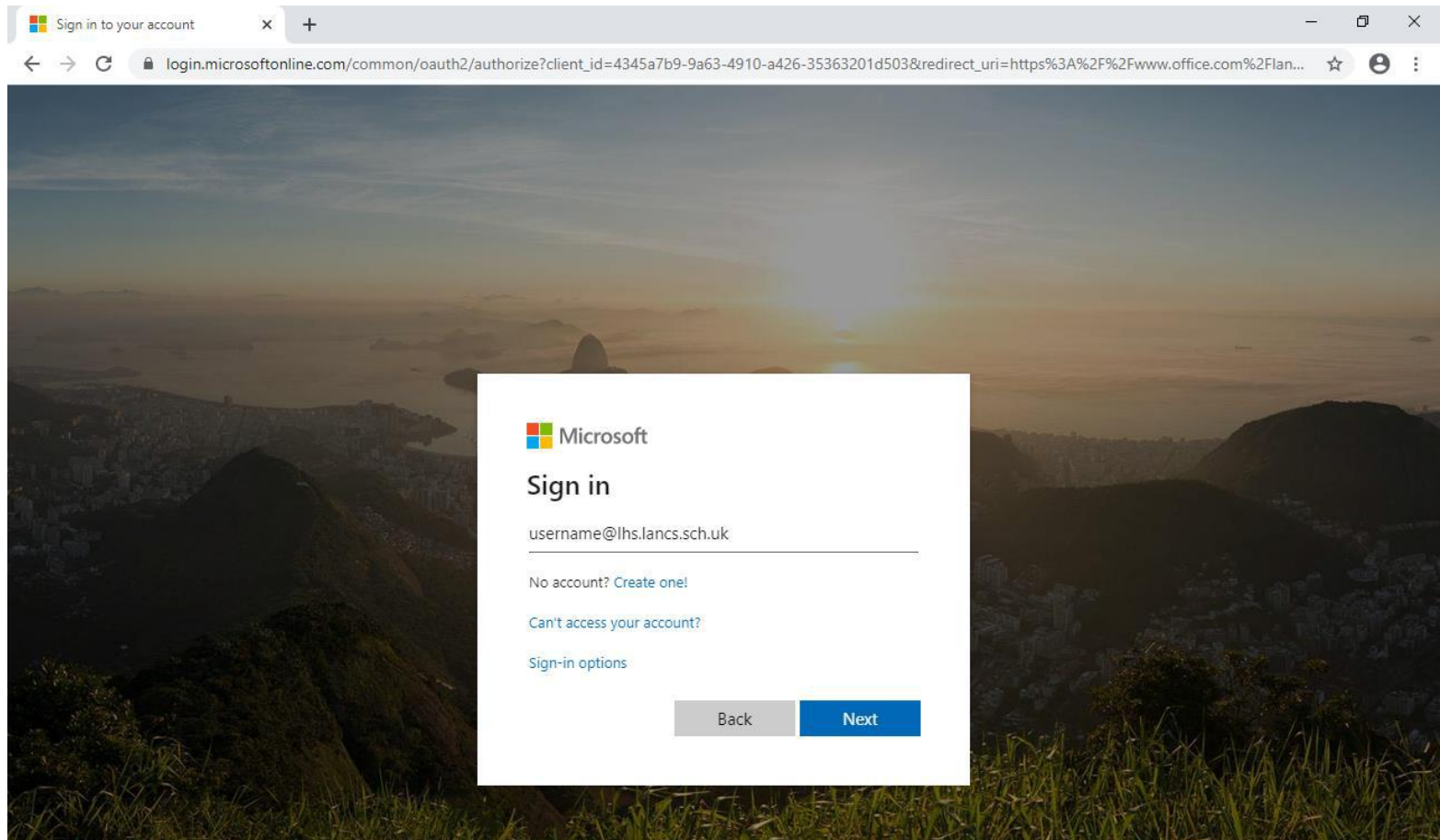
# You will then be presented with one of the following screens.

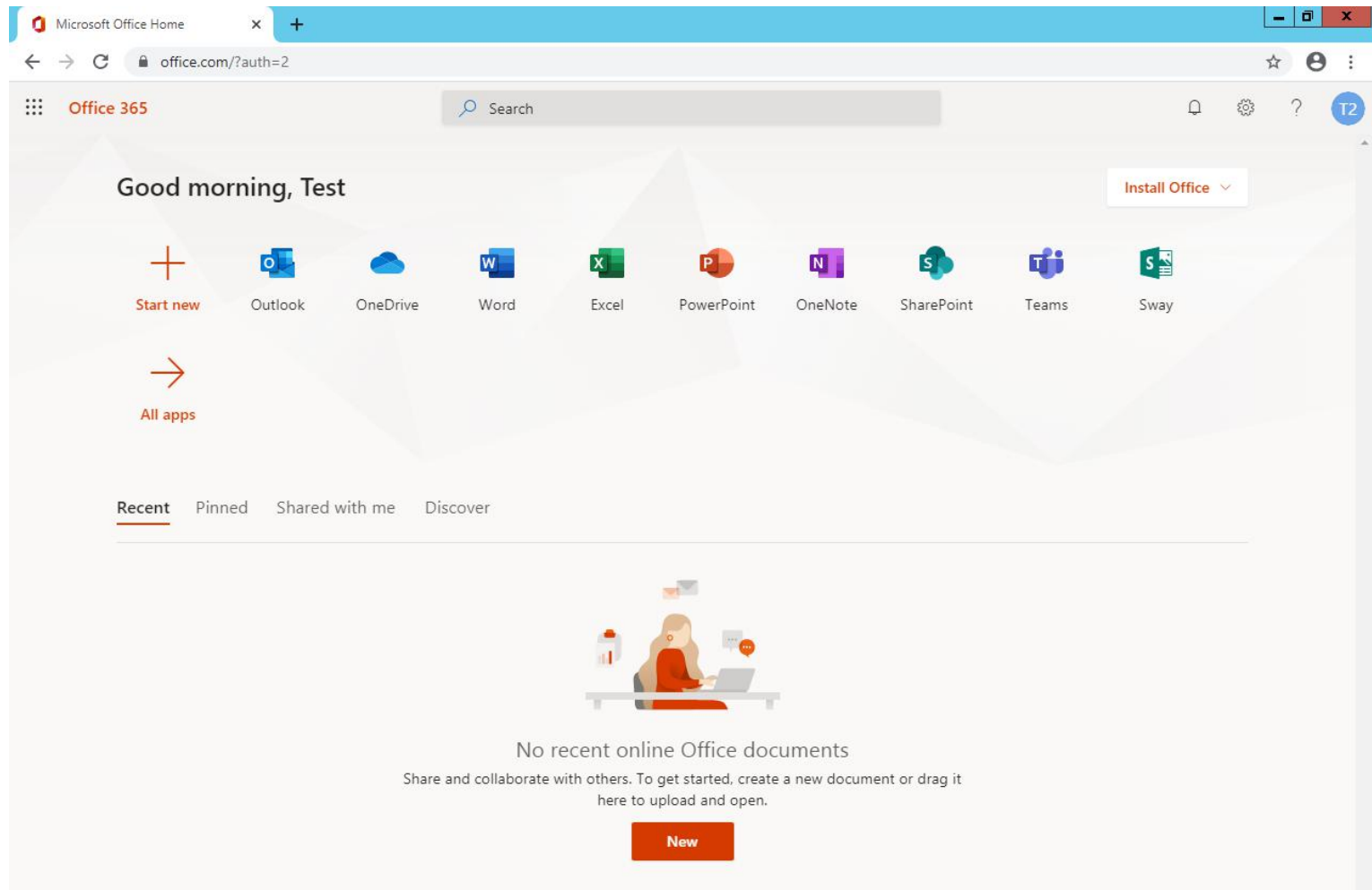


Your email address is your username which you use to access school computers followed by [@lhs.lancs.sch.uk](mailto:username@lhs.lancs.sch.uk)

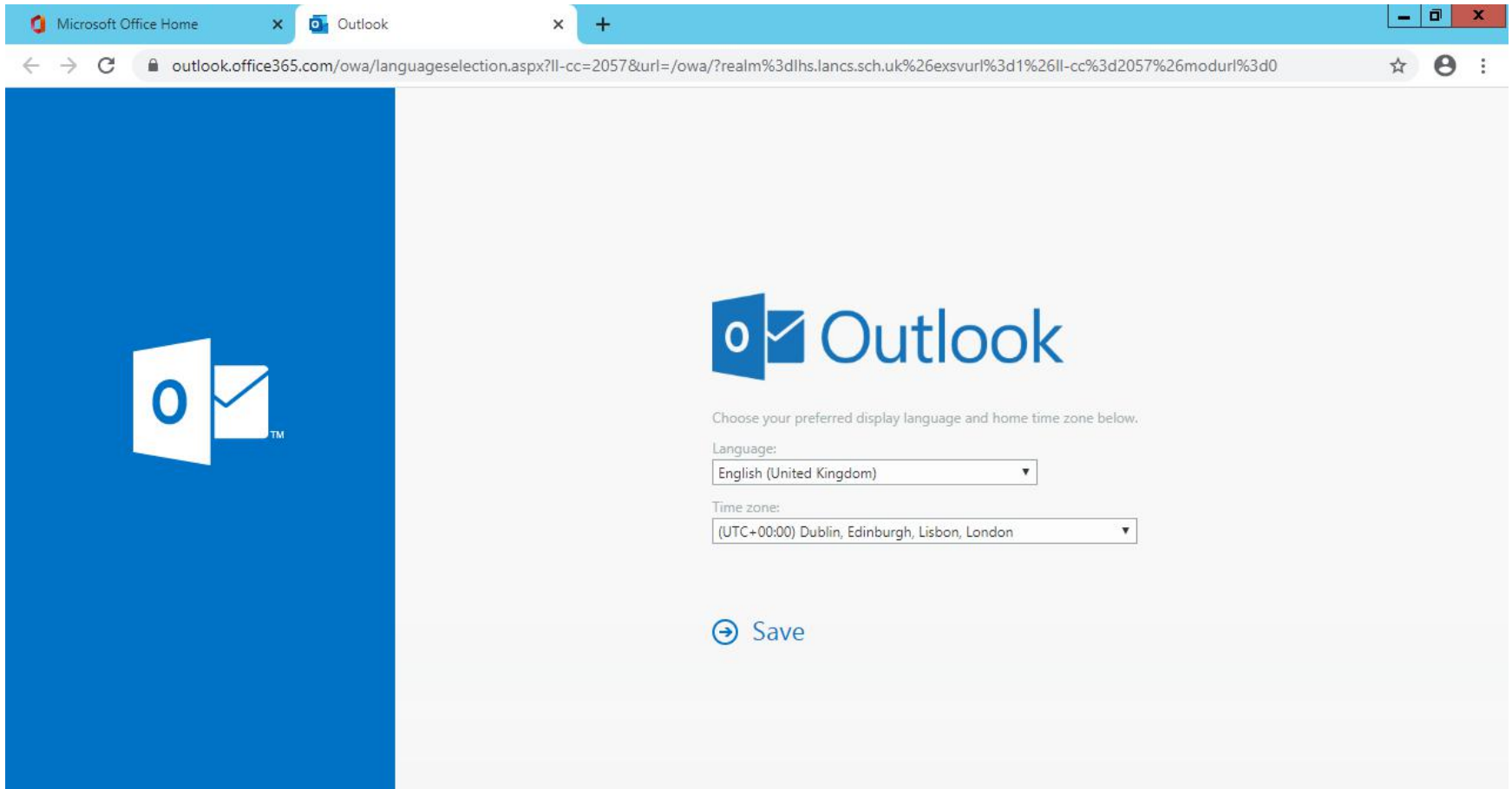
Your email address is: **yourname@lhs.lancs.sch.uk** (for example **johnsmith@lhs.lancs.sch.uk**)

To log into this email address, you use the PASSWORD that you use to access the computers in school when you need to log in.

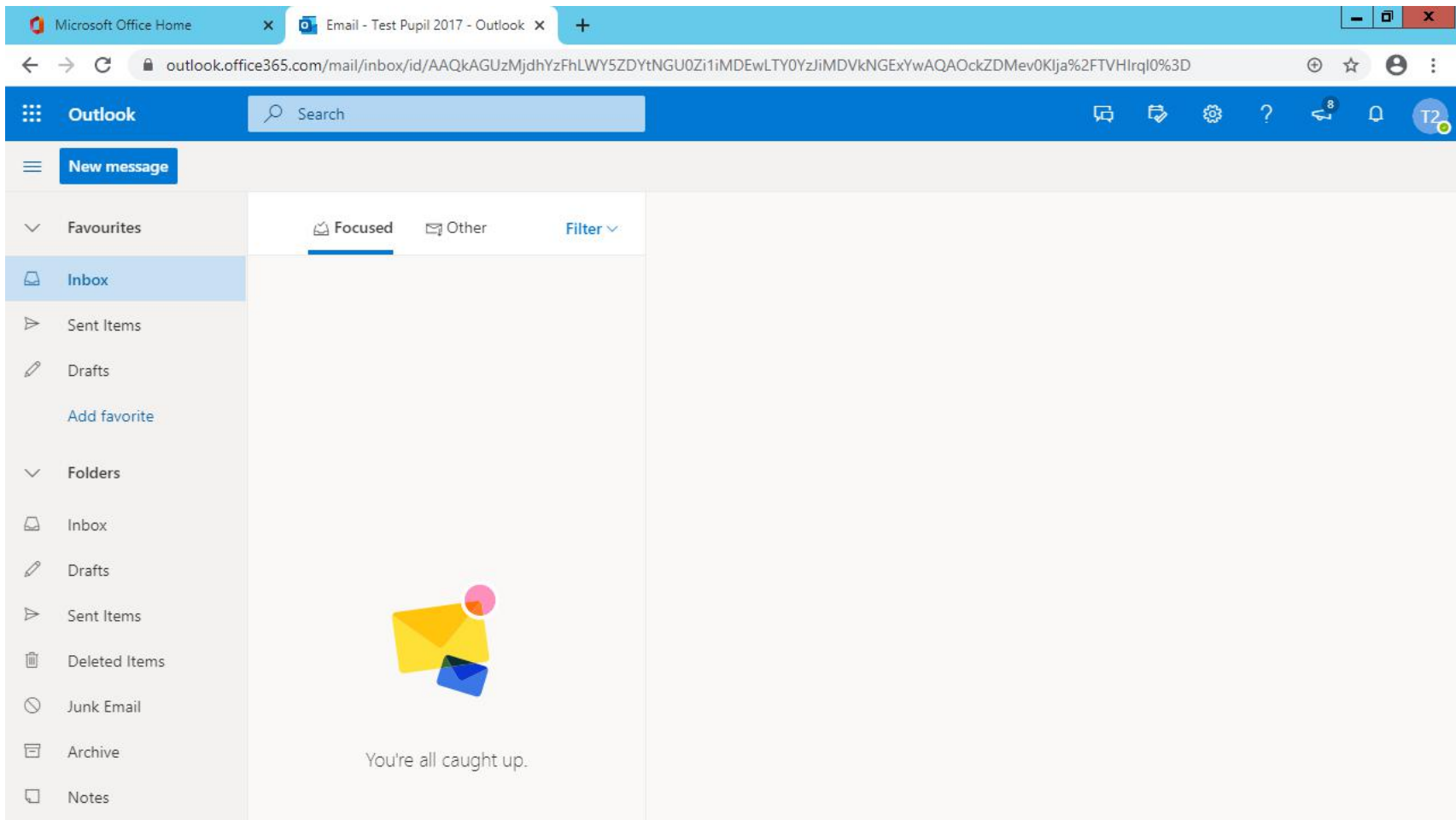




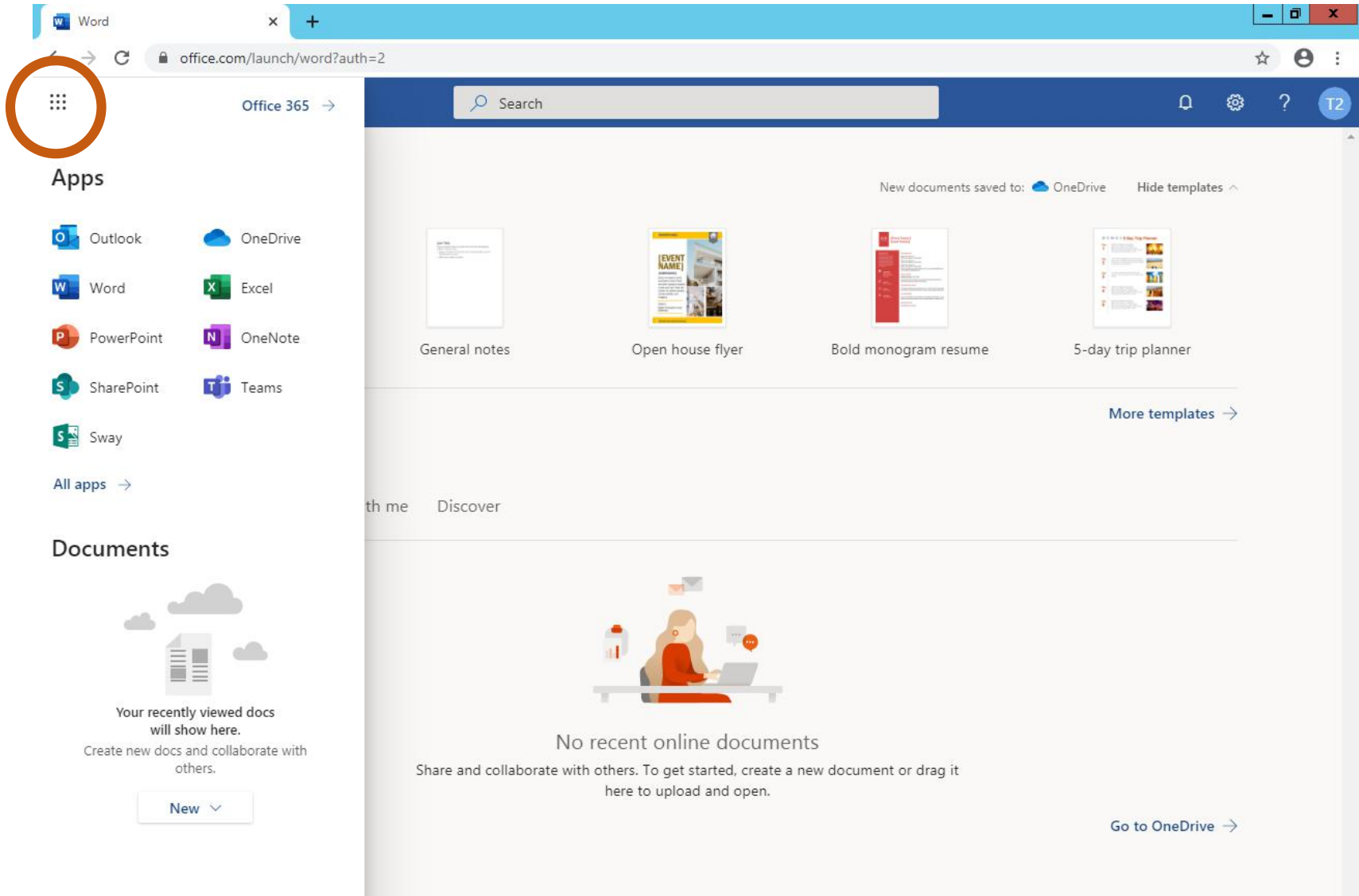
This gives you access to Word, PowerPoint etc... for use within the web browser without the need to have Office installed on your device.



When you access the Outlook app It may ask you to set the time zone, usually this is only asked for once and is on the first time you sign into your email account through the web browser. Set the time zone as above.

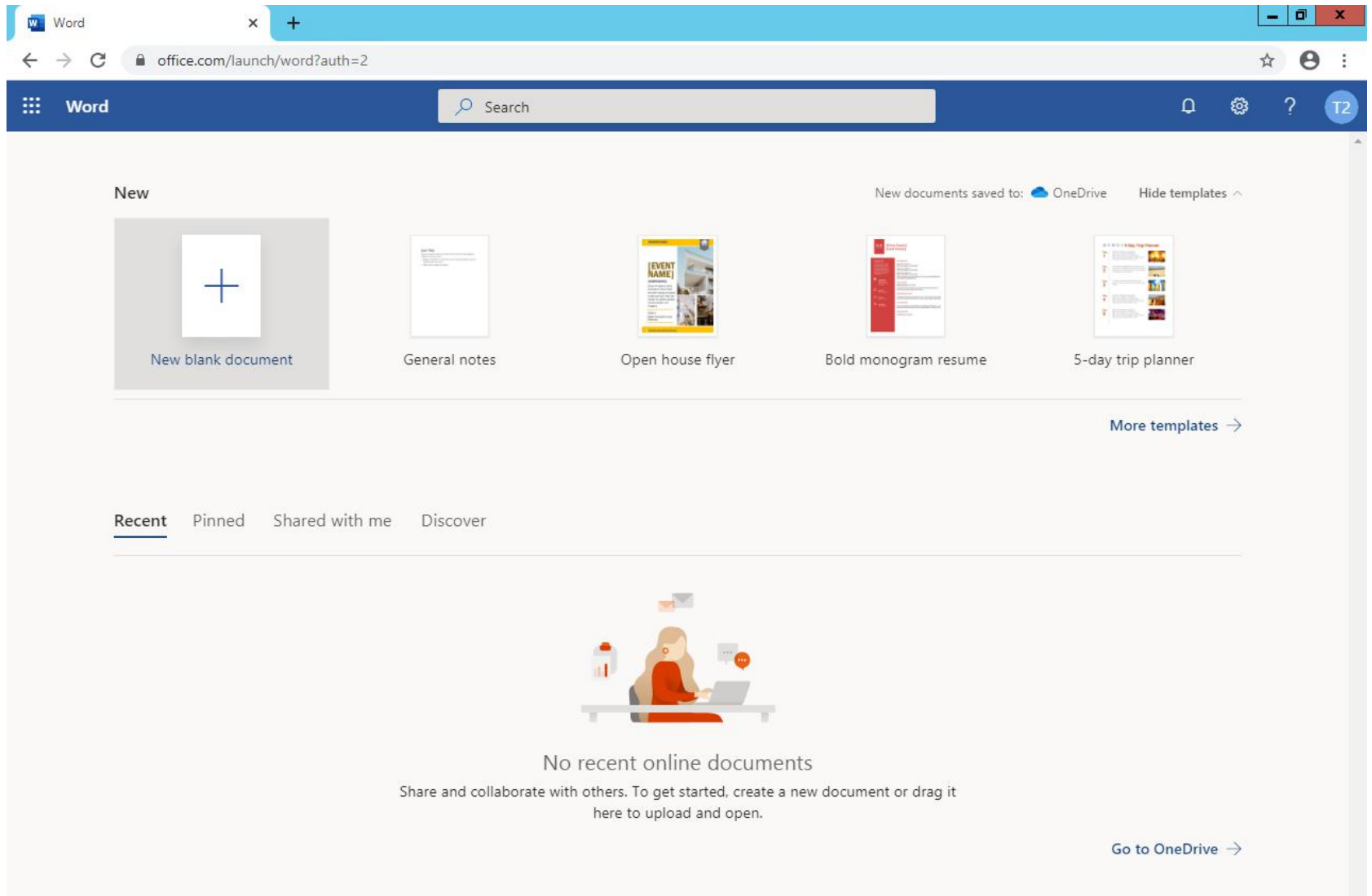


An example of how your Inbox will look.

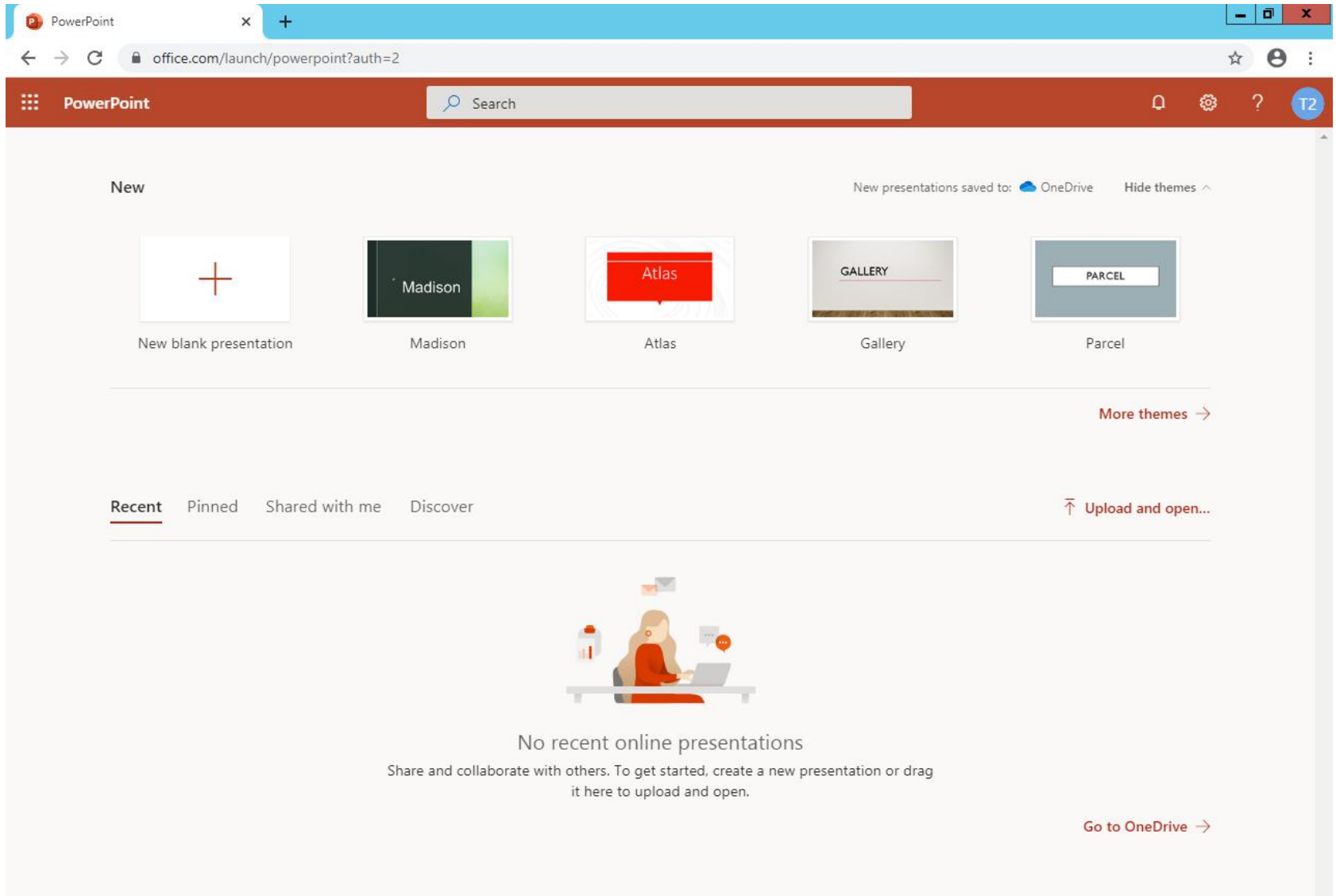


You can switch between apps by pressing the tile icon in the top left hand corner of the screen.





An example of how Word in the web browser will look.



An example of how PowerPoint in the web browser will look.