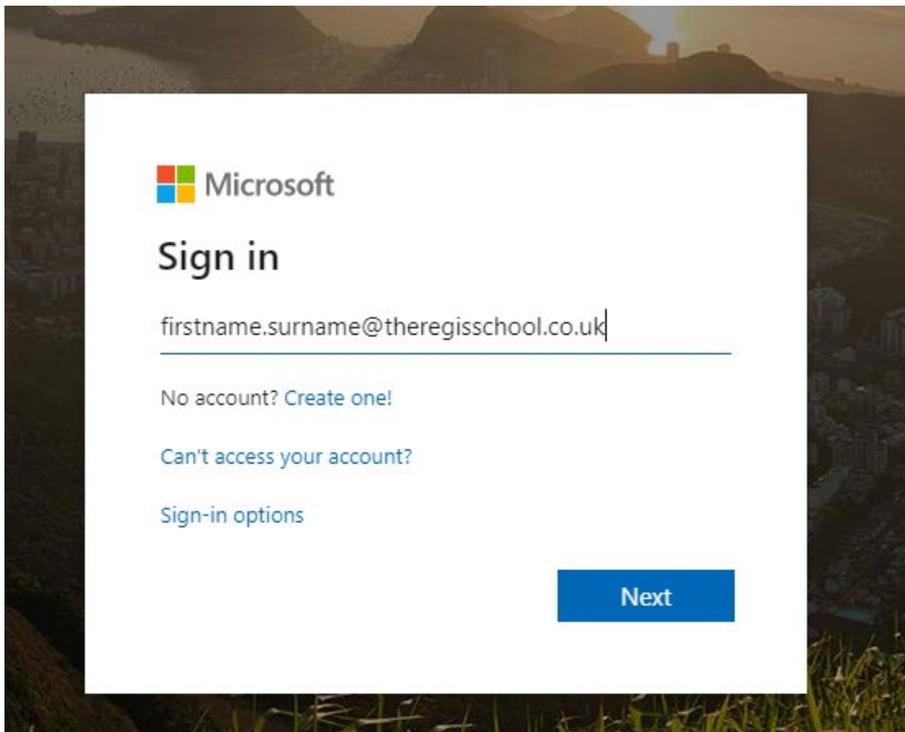


How to access your School Office 365 account off site (At home)

When you are at home or offsite anywhere in the world you can access your school documents and shared network drives by logging into Office 365.

1. Open a web browser and type this address into the address bar of any internet browser.
<https://portal.office.com>
2. Now you will be presented with a sign in page, please enter your school email address, this will usually be your firstname.surname@theregisschool.co.uk



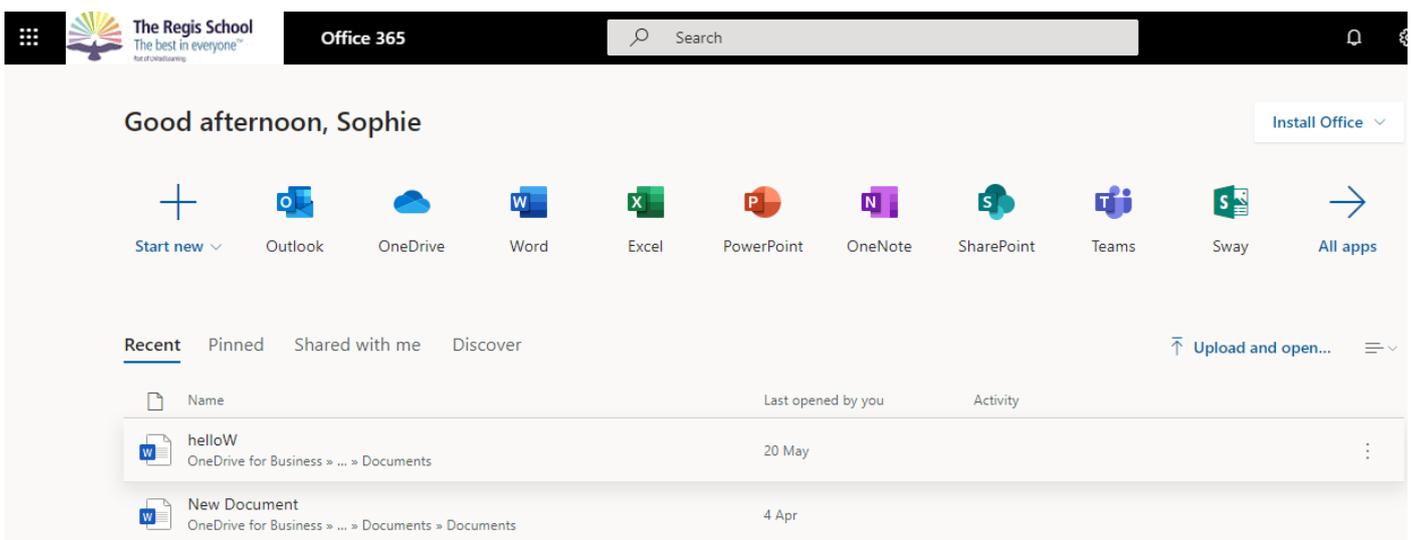
3. Now you will need to enter your password you use to log into a school computer.



- Next you will be asked if you want this computer to remember your details, if this is your own computer you can tick the box and click yes, if you are using someone else's computer or device, do not tick the box and click no.



- Once you are logged in you will have access to your school emails, OneDrive and office online applications, below this will show you your recent documents that you have worked on.



- To access your OneDrive documents, just click on OneDrive
From here you can access all your documents, via the documents folder.
- You can also install Office onto your computer, laptop or Mac by clicking on Install Office on the top right of the main page on to 5 devices, please be aware you will have to sign into each application using your school email and password.
- You can also install Office 365 applications and OneDrive onto any Android device or Apple iPhone or iPad.
- Please remember if you are working on a public computer or a device that is not yours please make sure you sign out by click on the top right circle with your initials and then click sign out.