

# Accessing Office 365

## Student Edition

As a student learner at Park Hall Academy, you have access to Office 365, which provides you with access to Email, Office applications and One Drive (file storage).

You can login to Office 365 by clicking the link below.

<https://login.microsoftonline.com>

### **Step 1**

Type your email address into the login box and click the Next button, shown below.

Your email address will be

***YourSchoolUsername@student.parkhall.org***

For example: if my school username was 'computerman' my student email address would be: [computerman@student.parkhall.org](mailto:computerman@student.parkhall.org)



## Sign in

Back

Next

No account? [Create one!](#)

[Can't access your account?](#)

### **Step 2**

Now you should enter your school account password.

*Note: This is the same password you use to logon to a computer in school.*



computerman @student.parkhall.org



## Enter password

Back

Sign in

[Forgot my password](#)

### **Step 3**

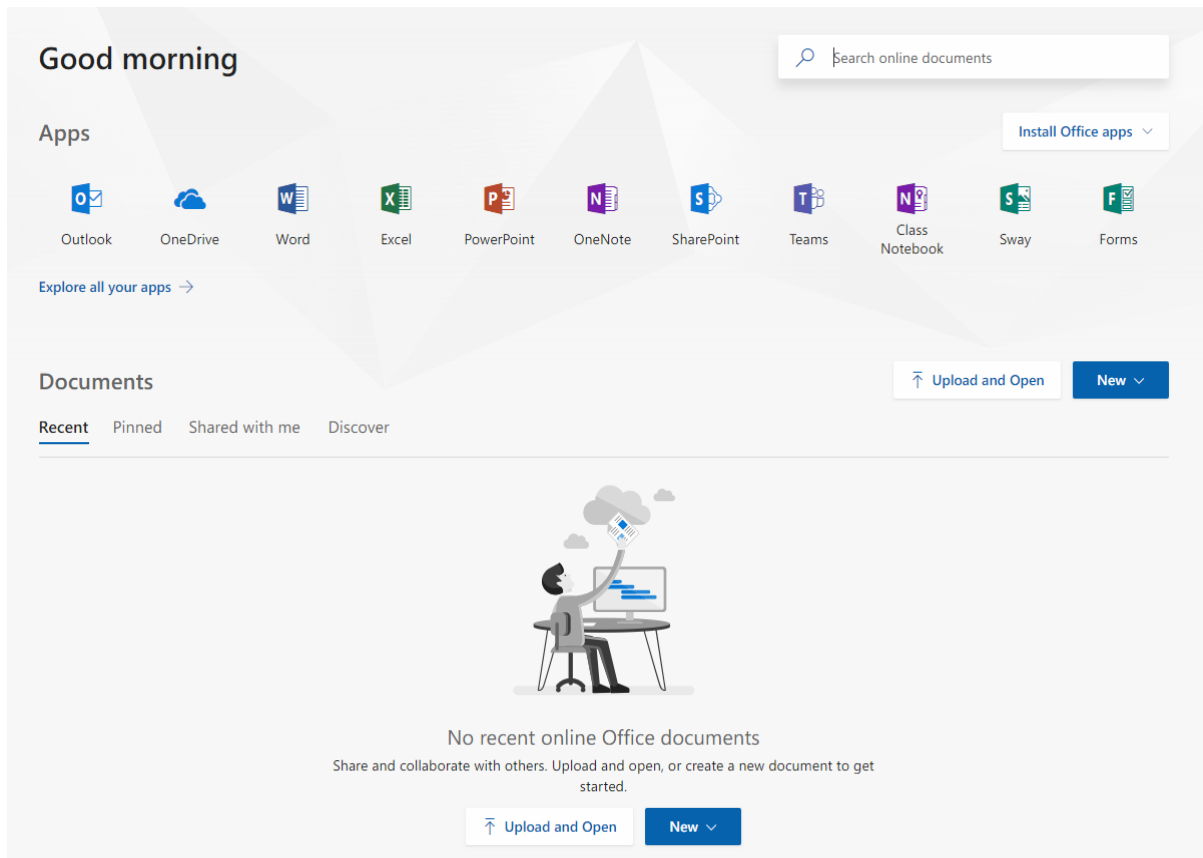
Once signed in, you should see the office 365 dashboard, shown below.

You will have access to all of the typical office applications, including:

- Outlook (for school email)
- OneDrive (for cloud file storage).

**OneDrive** is particularly useful for students as it is an ideal solution to replace USB memory sticks as a means of transporting files.

We recommend using OneDrive when storing important documents such as coursework or homework, as an alternative to a memory stick, as it is much safer way of transporting your files and eliminates the risk of losing them (misplacing your USB stick).



The screenshot displays the Microsoft Office 365 dashboard. At the top left, it says "Good morning". To the right is a search bar labeled "Search online documents". Below this is the "Apps" section, which includes icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. A link "Explore all your apps" is also present. The "Documents" section shows tabs for "Recent", "Pinned", "Shared with me", and "Discover". Below the documents section is an illustration of a person at a computer with a cloud icon above their head. A message reads: "No recent online Office documents. Share and collaborate with others. Upload and open, or create a new document to get started." At the bottom of the dashboard are two buttons: "Upload and Open" and "New".