How to Access Office 365 externally

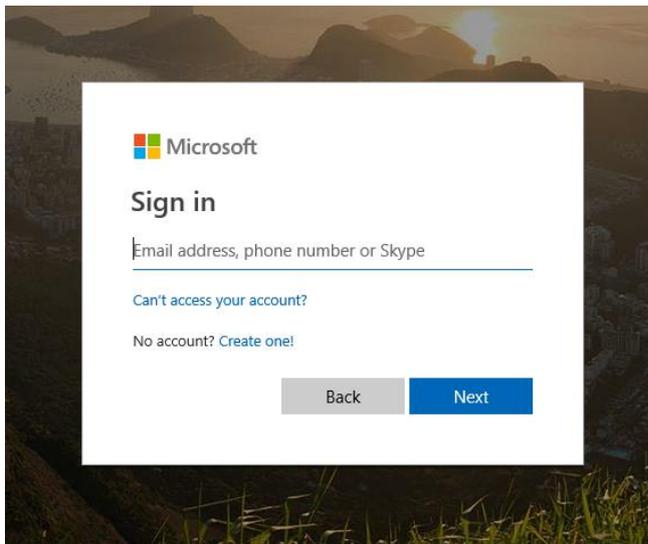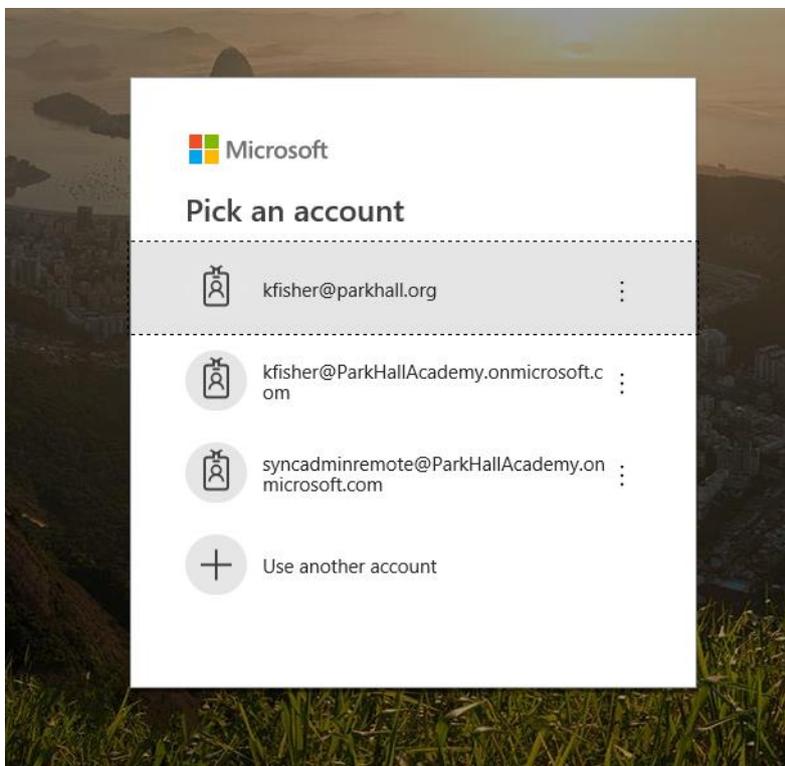Go to https://login.microsoftonline.com or go to the academy website go to staff area and click the office 365 link
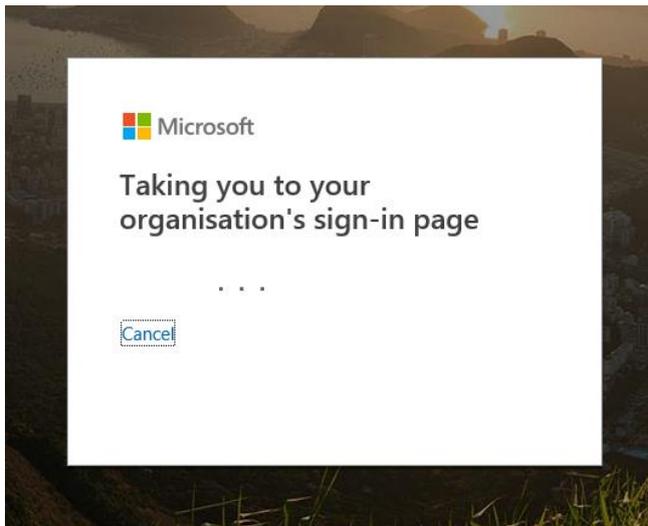
You should see one of the following pages
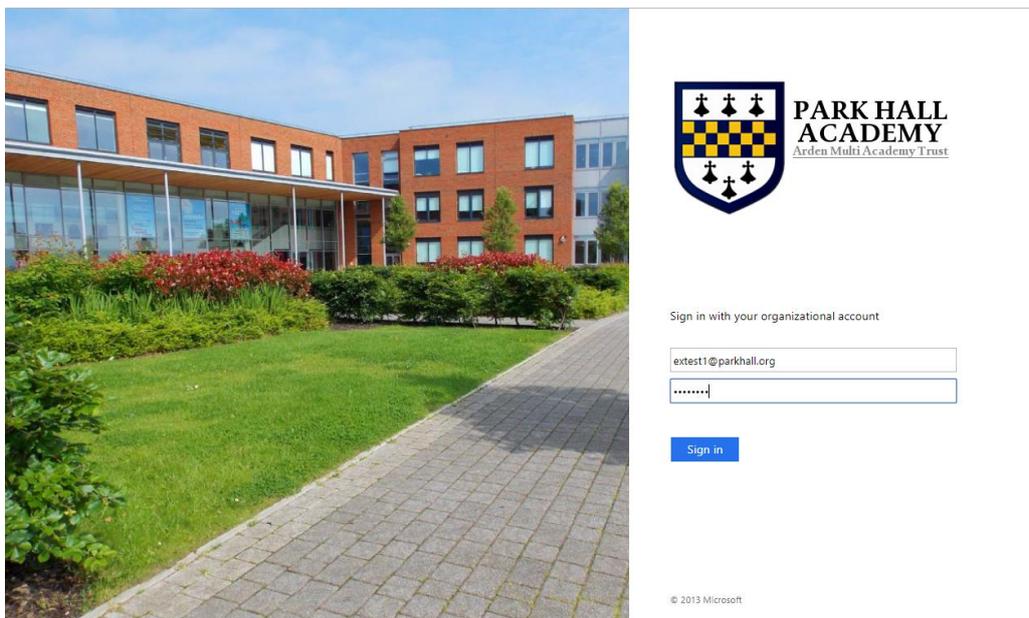
If you have not logged on before

If you have, select your username

You will see the following screen come up

You will then see the following screen, your username should already be in there, if not your username is your email address and the password is the same as your system account

After no more the 10 seconds you will be taken to the office 365 dashboard