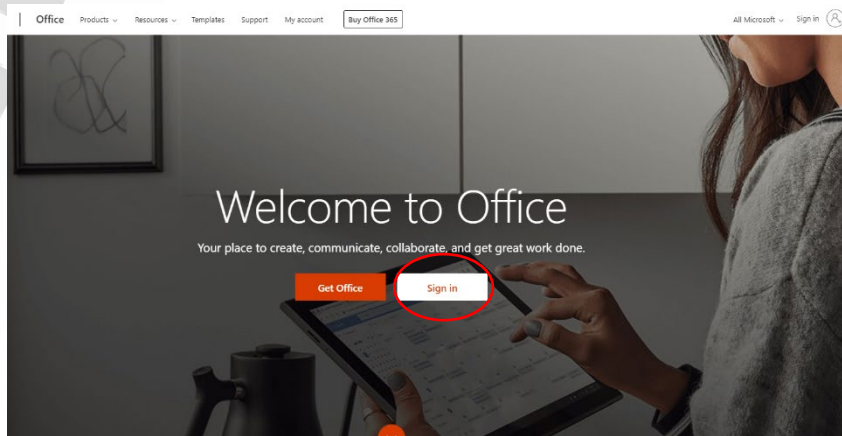


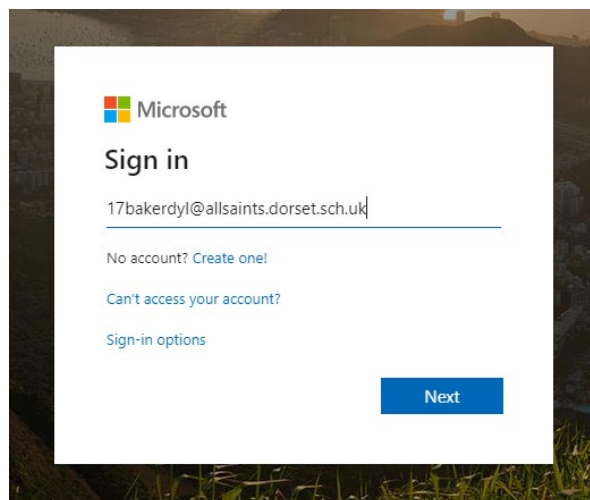
## How to access Office 365 from home (Students)

1. Open your web browser and go to [www.office.com](http://www.office.com)
2. Click the "Sign in" button in the middle of the screen.



3. In the email field, enter your login for the computer systems at school:  
[YEAR + SURNAME + FIRST 3 LETTERS OF FIRST NAME]  
followed by @allsaints.dorset.sch.uk

Example: [17bakerdyl@allsaints.dorset.sch.uk](mailto:17bakerdyl@allsaints.dorset.sch.uk)



4. The next screen will ask for your password. Enter the same password that you use to login to the school computers.
5. You now have access to the online office applications.