

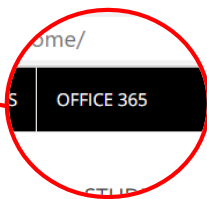
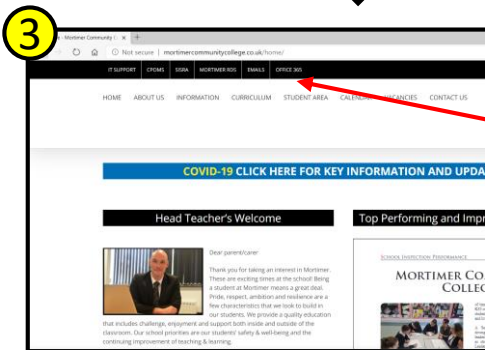
1 To access your emails from home, use Microsoft Office 365, first visit the Mortimer Community College website at:

www.mortimercommunitycollege.co.uk

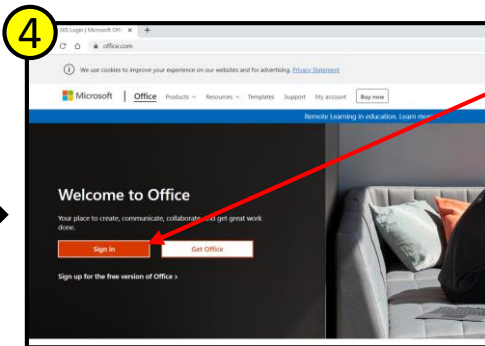
STUDENT 'HOW TO GUIDE' FOR ACCESSING YOUR EMAILS AND MICROSOFT OFFICE 365



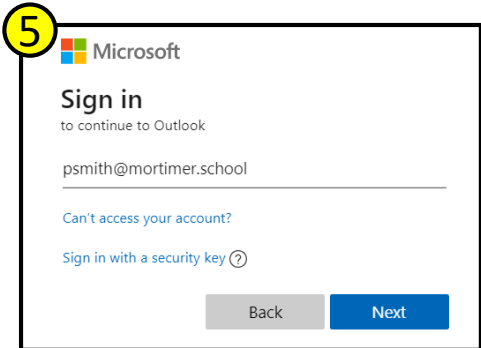
Click on **ENTER SITE**



Click on **OFFICE 365** from the menu bar at the top of the page.



Click on **Sign in.**

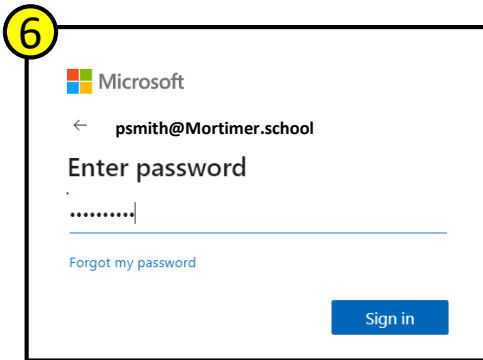


Enter your school email address, then click **Next**. Your email address will be **username@mortimer.school**

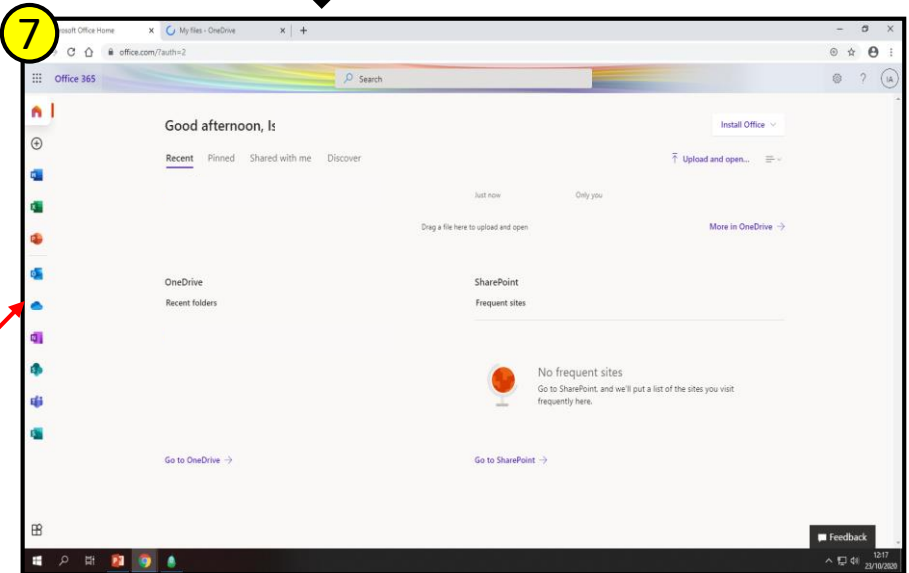
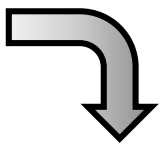
Your **username** is usually your first initial and surname (this will sometimes have a number at the end).



Your **username** is what you use to log onto computers at school with. (This is not the same as your Activelearn or Hegarty maths username)



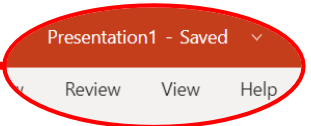
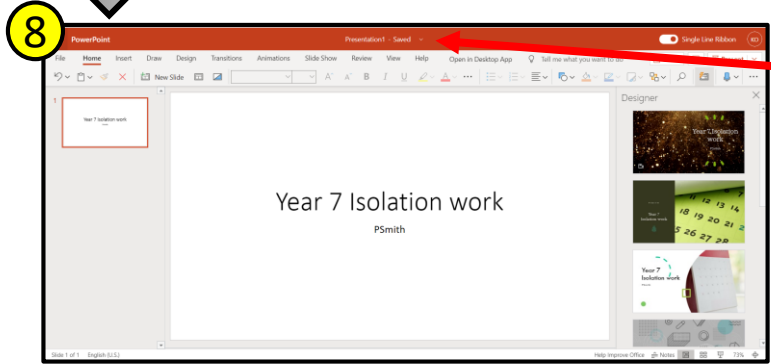
Enter your password (the one you use to sign in on school computers) and click Sign in.



- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook (EMAILS)

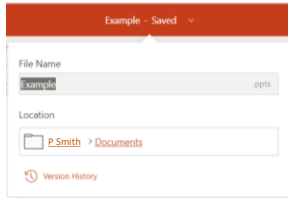
You should now have access to your Microsoft Office 365 account. The list of icons down the left hand side (as shown on this page) will allow you to use programs like Microsoft Word, Excel and PowerPoint to complete work. Microsoft Outlook will allow you to access your school emails.

Office 365 can also be accessed through tablets and smartphones, however you will need to download the Microsoft Office app to create and edit documents – more details on page 3.

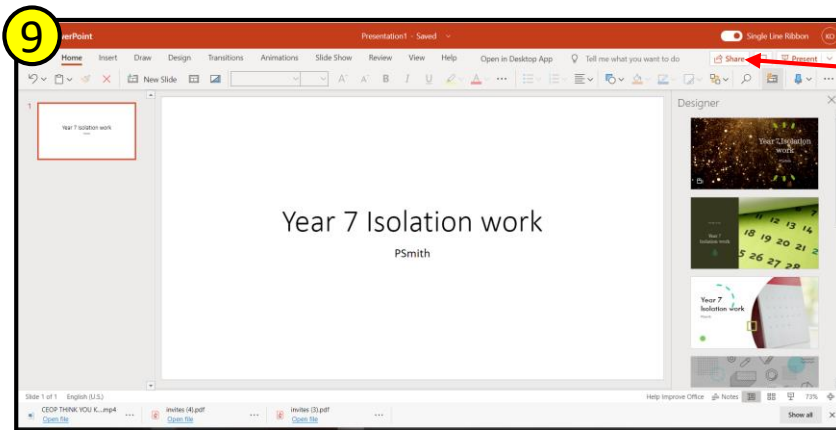


Your work will save automatically. But you will need to change the name of the file. To do this click on the drop down arrow at the top of the screen, shown above.

You can now change the 'File Name' and 'Location' of where you will save your work to.

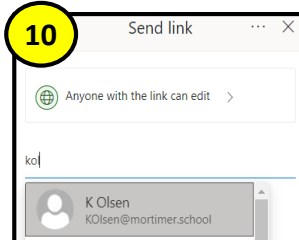


Sharing your work with your teacher...



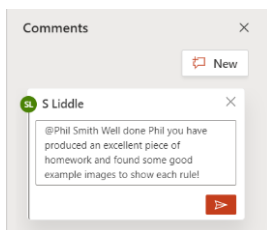
Once you have completed your work you will need to share it with your teacher **by clicking on the share button.**

Start to type the initial and surname of your teacher and their email address will automatically appear. Click send and your done. Your work will have been sent to your teacher.

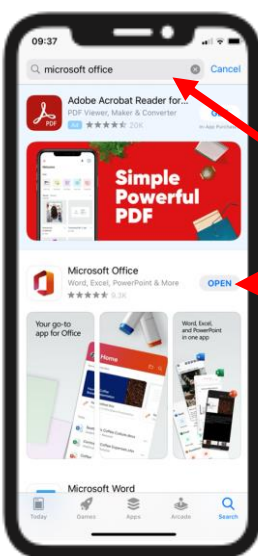


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Your teachers can then give feedback on your work and you can make any improvements needed.



Downloading the Microsoft Office App



To download the Microsoft Office app go to 'Google Play' store on an Android device or the 'App Store' on an Apple device.

Search for 'Microsoft Office'. Then select to download the app shown on the left.

Sign in using **your school email and school password** used to log on to the computers at school.

You should now see the app on your device. Open the app and click on the + sign to create a new document. Now choose what type of document you want to make.

