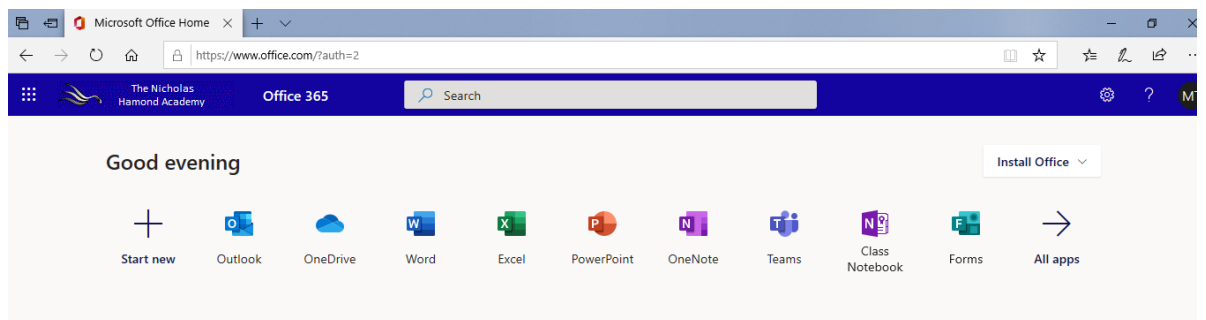


Accessing 'free' Microsoft Word, PowerPoint or Excel from home.

You may not know but you can access word/ power point/ excel from home for free if you don't already have it on your home computer.

It can be easily found through your email....

- Google 'Office 365'.
- Click on the web page (<https://www.office.com/>)
- Choose 'sign in'.
- Sign in with your school login details.
- You will see at the top of the page a variety of apps you can use....



- From here you can log into TEAMS, Outlook (your email), or use word, power point or excel.

You can also log in from your email account.

When in your email click on the 9 small dots in the top left corner.

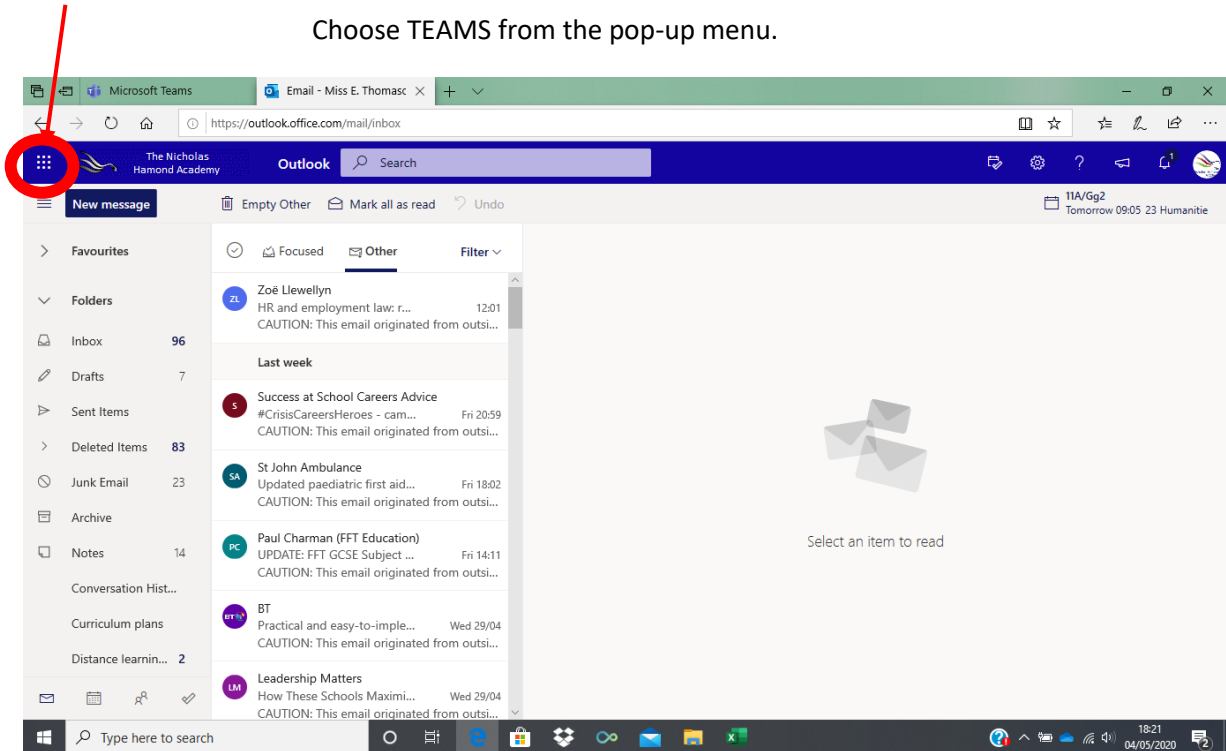
Choose word/power point/excel.

How to access TEAMS.

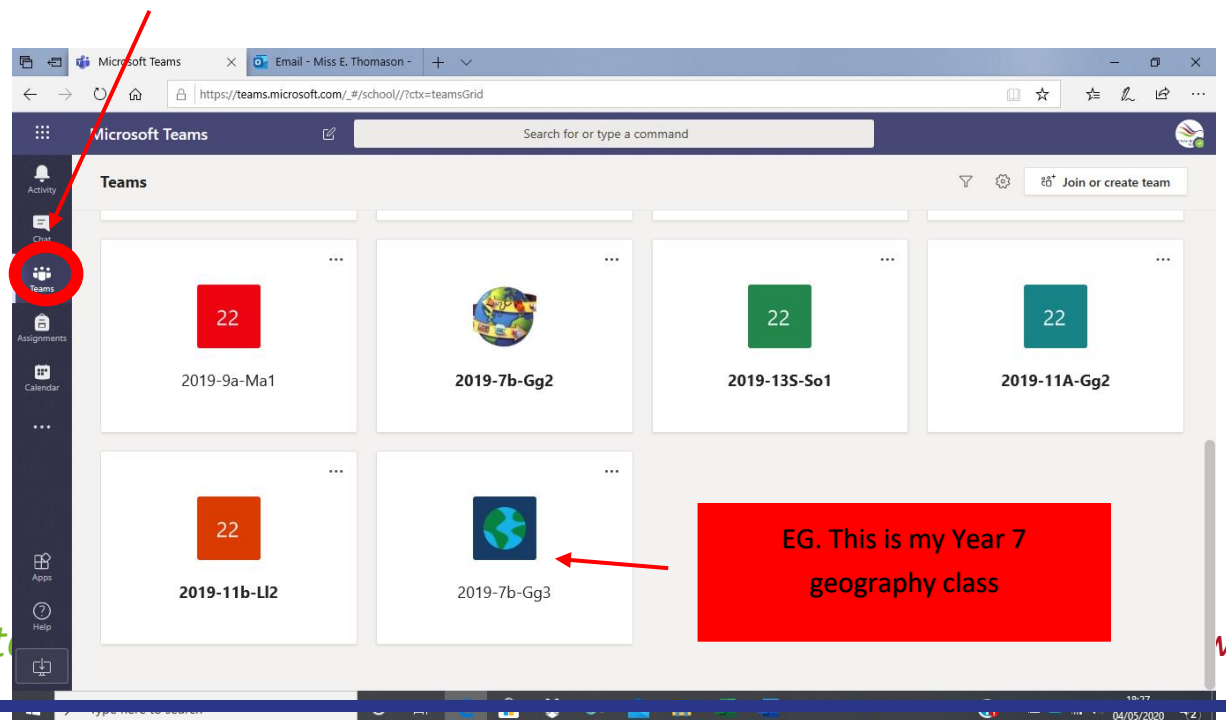
Log into your email account. (If you don't know how to do this: google 'office 365', click on Office 365 log in, use your school computer username and password. This should take you to your outlook email account)

Click on the 9 dots in the top left corner

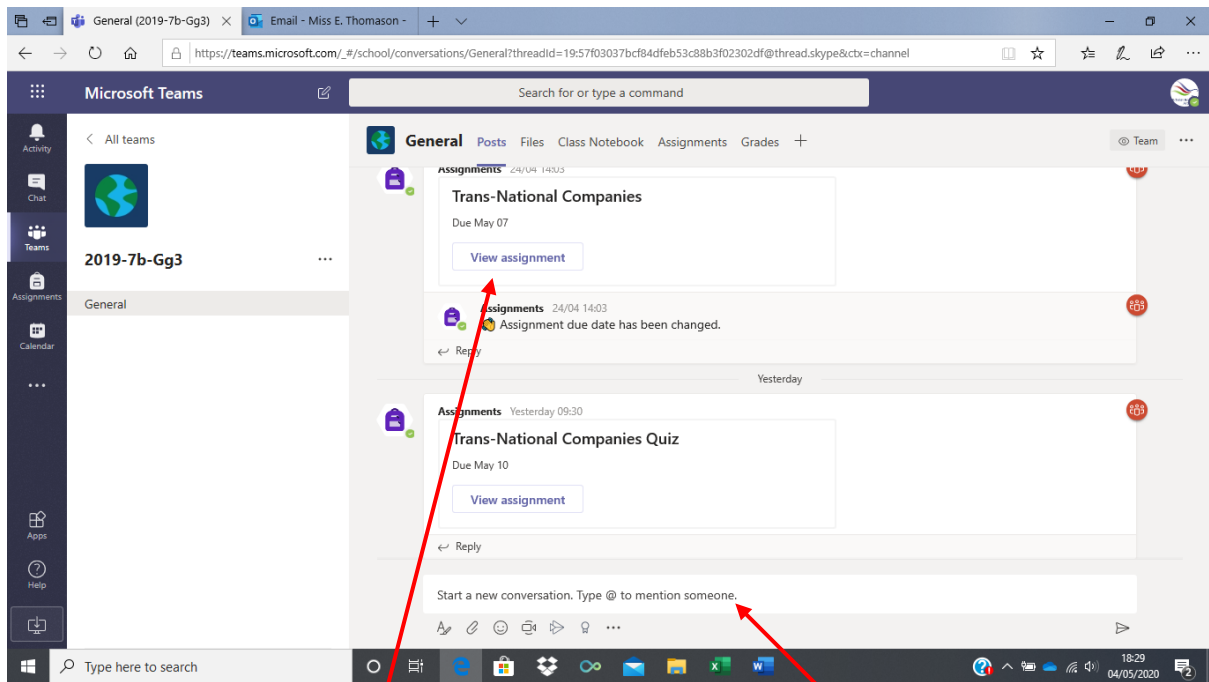
Choose TEAMS from the pop-up menu.



When in TEAMS click on the TEAMS icon to see all of the classes you belong to.



When you click on your class you should see a screen like this.



To look at the work set you can click on where it says 'Assignment'

If you want to ask a question/ send a message to your teacher and class you can use the box here to type a question.

If you want the conversation/ question to be private use the CHAT page.

You should read the task set (your teacher can see if you have looked at the assignment) and complete the activity. You can do this on a computer using word/ power point etc and send back to your teacher, or you can complete it on paper and email a photo of your work to your teacher to show you have completed it.

If you get stuck then email your teacher- they will let you know what to do.