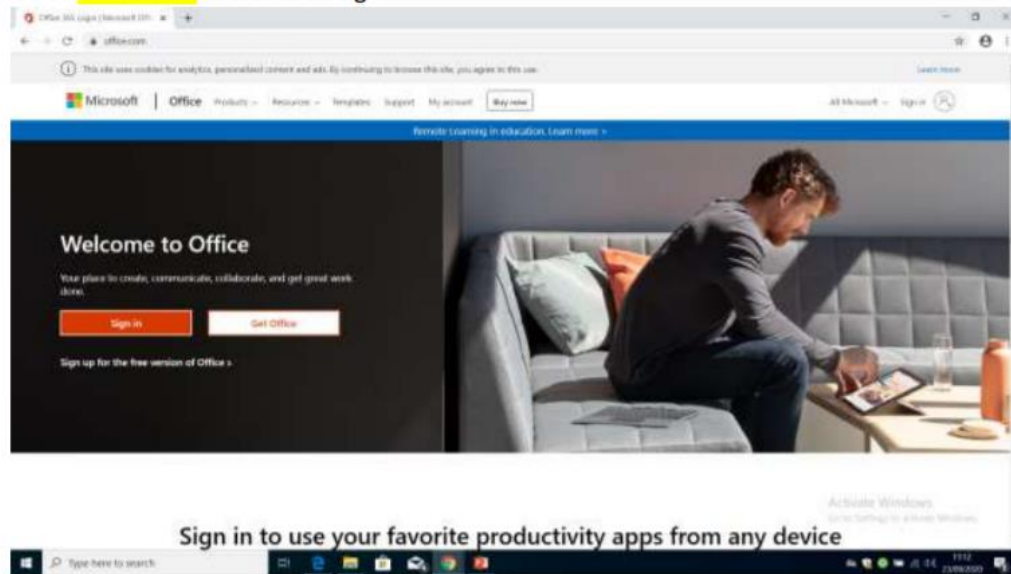


Step 1

Go to **Office.com** and click on sign in.



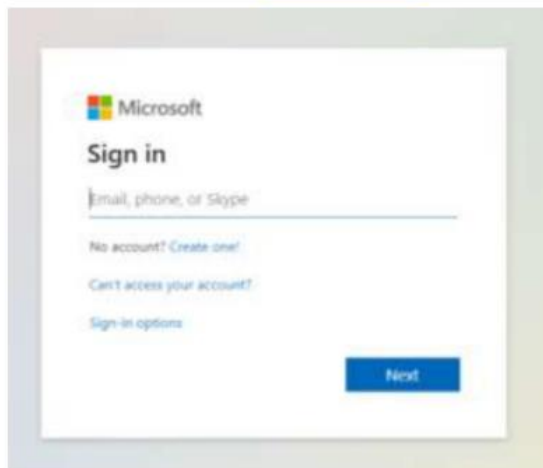
Step 2

Enter your login details.

Your school email address: **yourname@highwell.org.uk**

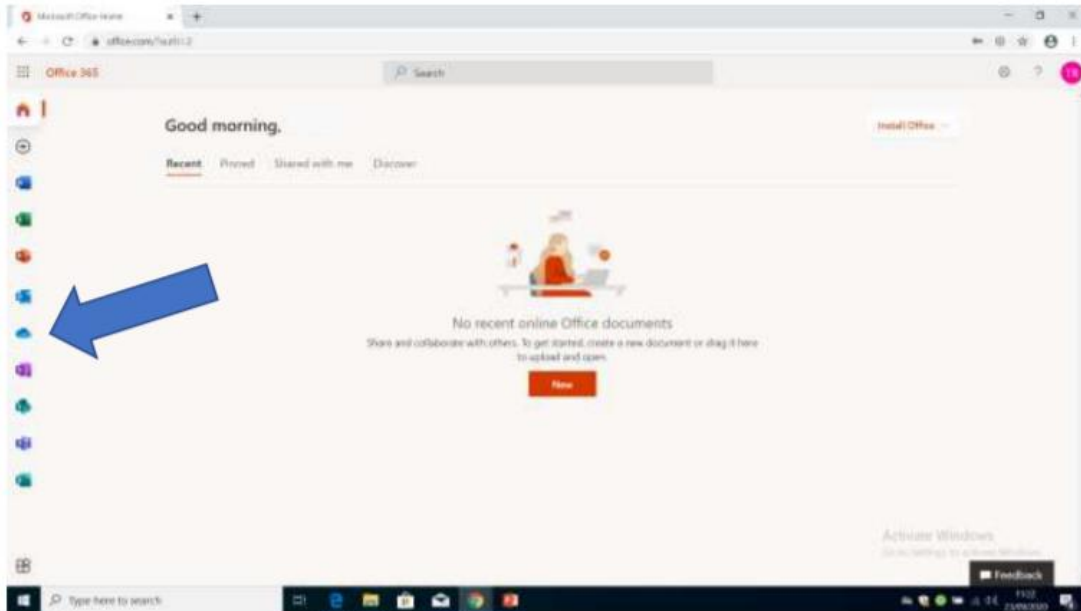
example: johnsmith@highwell.org.uk

Your password: **Password123**

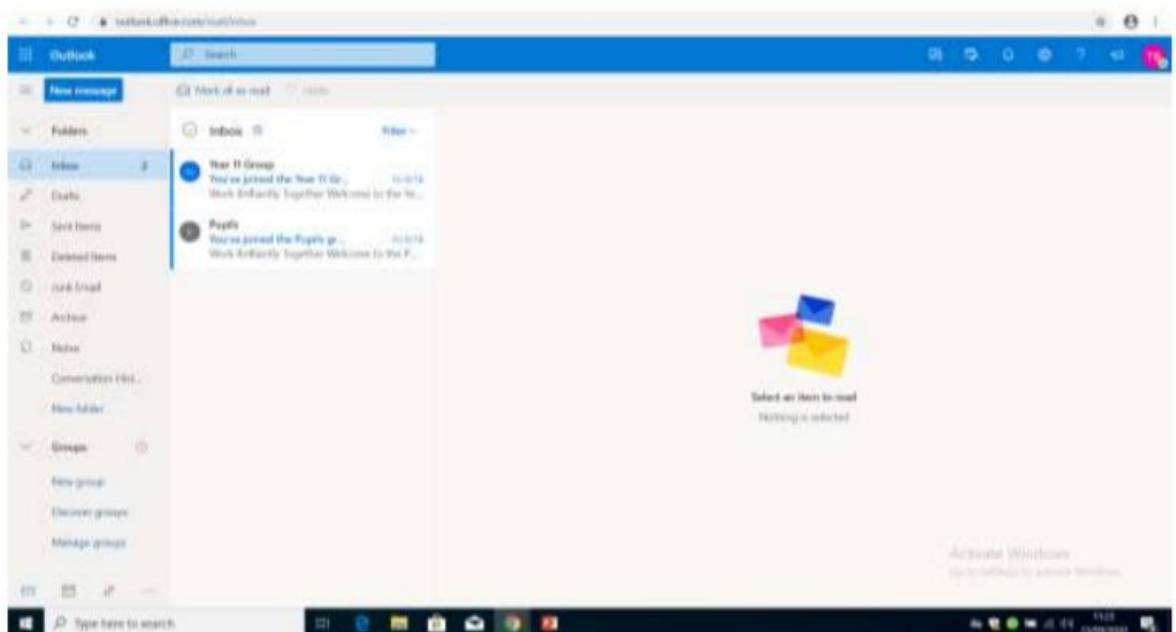


Step 3

On the left-hand side of the screen, there is a list of apps that you have access to as part of your school Office account. Outlook (your email app) is the fourth one down. Click it to go to your emails.

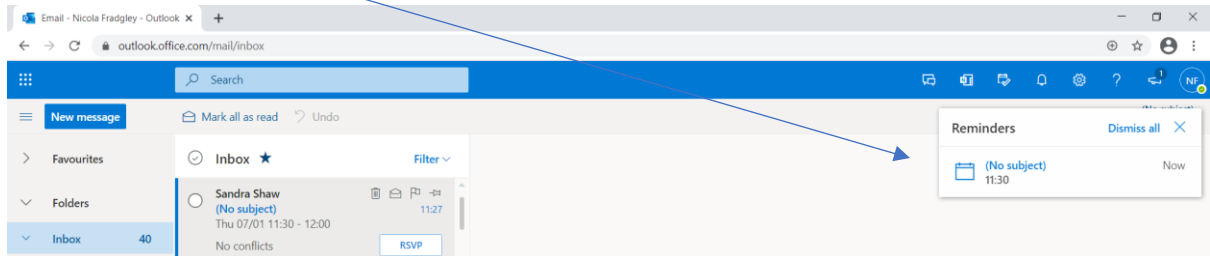


Outlook should then open in a new tab and take you straight to your inbox.

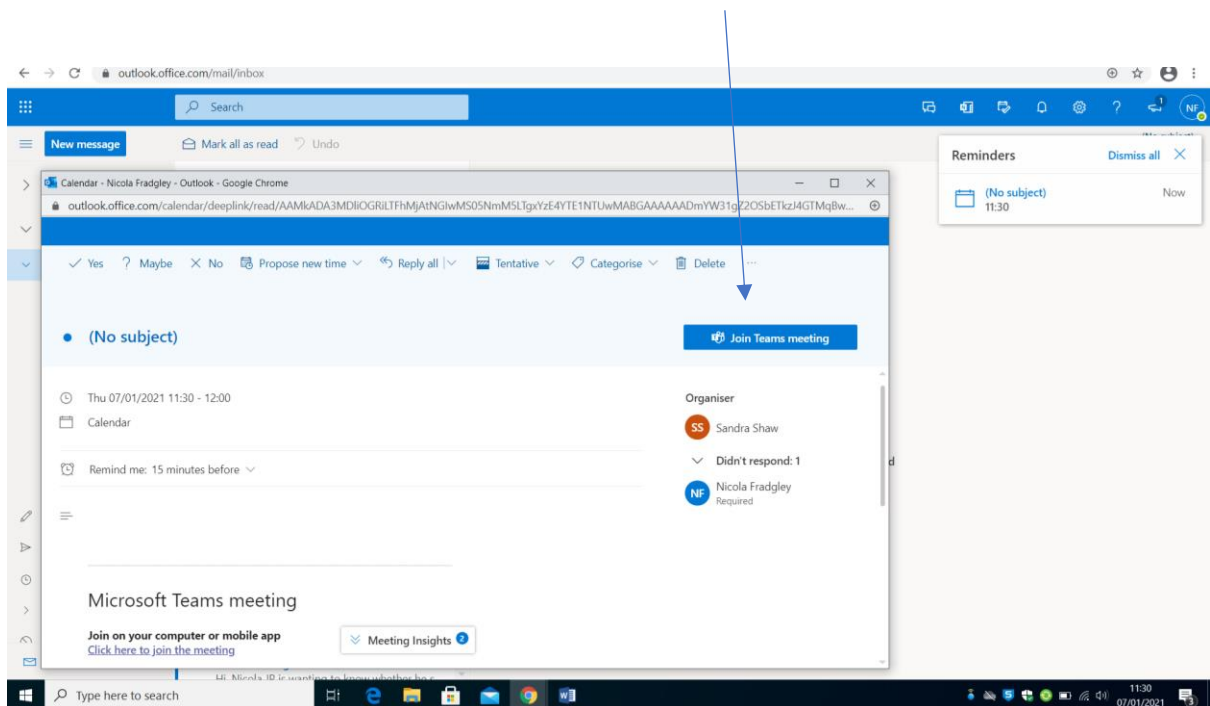


How to Access a Teams Meet

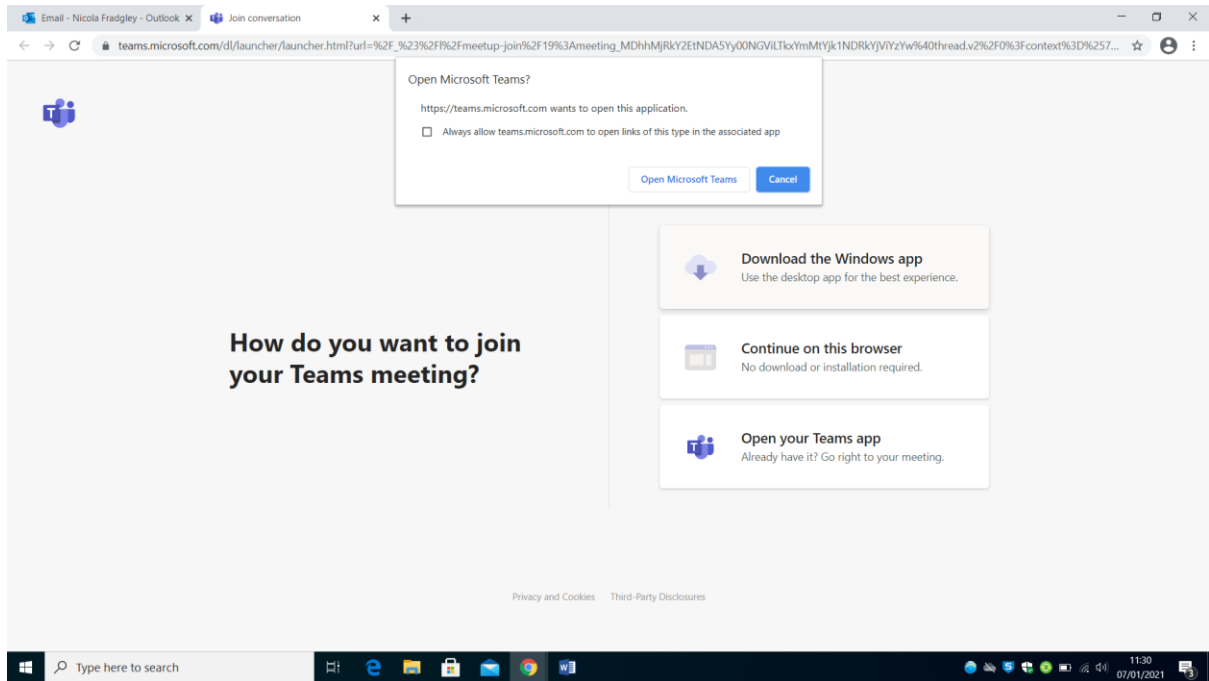
You will receive an email invite to a Teams meeting, and it will also pop up as a reminder here



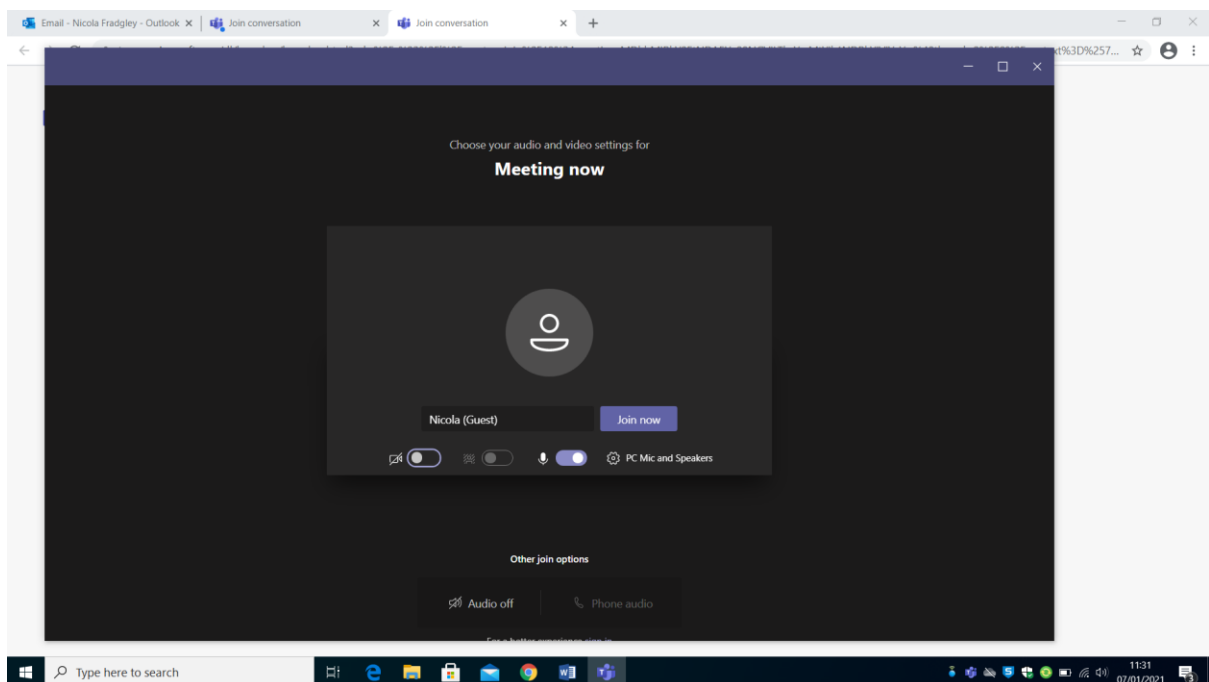
You will then be able to join the meeting from here



You can either download the Teams App or continue on the browser



Set your camera and sound settings from here



Using an Xbox or PlayStation for e-mail access

You will need a keyboard with a USB adaptor. Please contact school if you need help finding one of these as you may be able to loan one.

X-box

1. Plug in a keyboard using the USB slot
2. Go into my games and apps
3. Find Office 365 and select
4. Type in your e-mail address as instructed above e.g. yourname@highwell.org.uk followed by your password e.g. Password123
5. You will then be able to access your e-mails and Teams invites

PlayStation

1. Identify the PlayStation internet browser icon (WWW with dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications
4. Go into applications and you will find the internet browser
5. Search for office 365
6. Sign in using your e-mail address and password as above
7. You will be able to access e-mails and Teams meetings from here