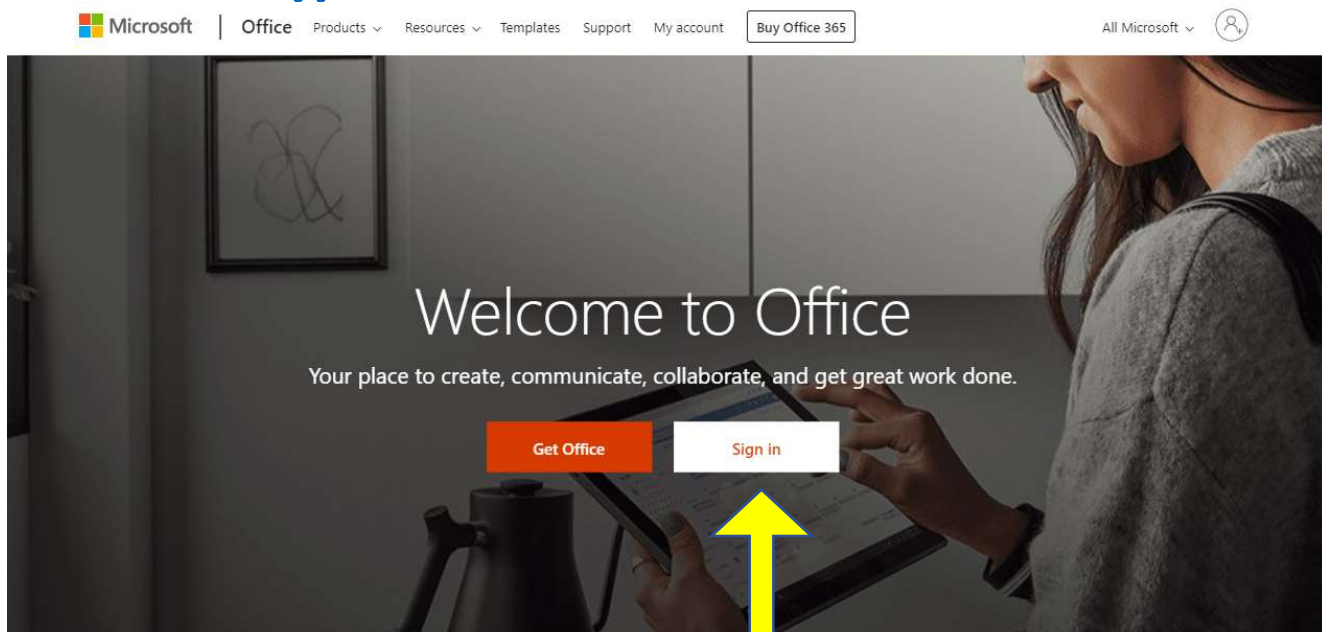
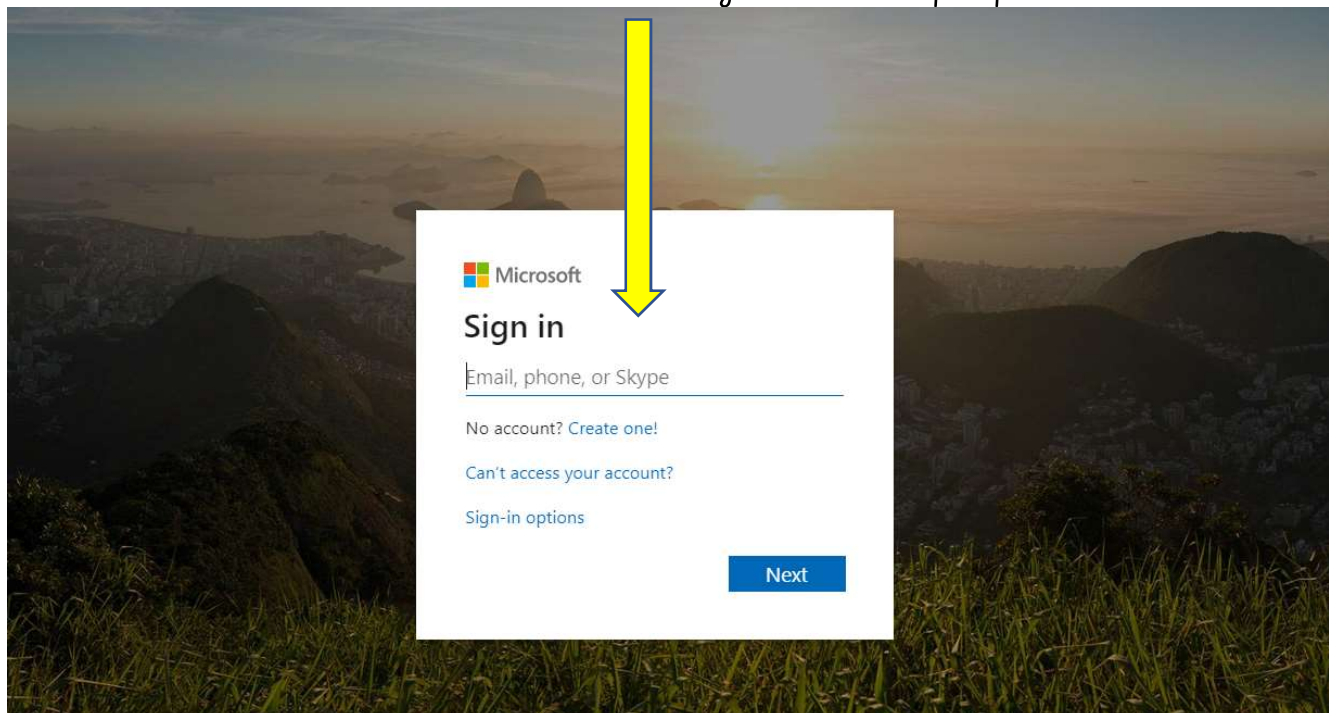


Go to www.office.com:

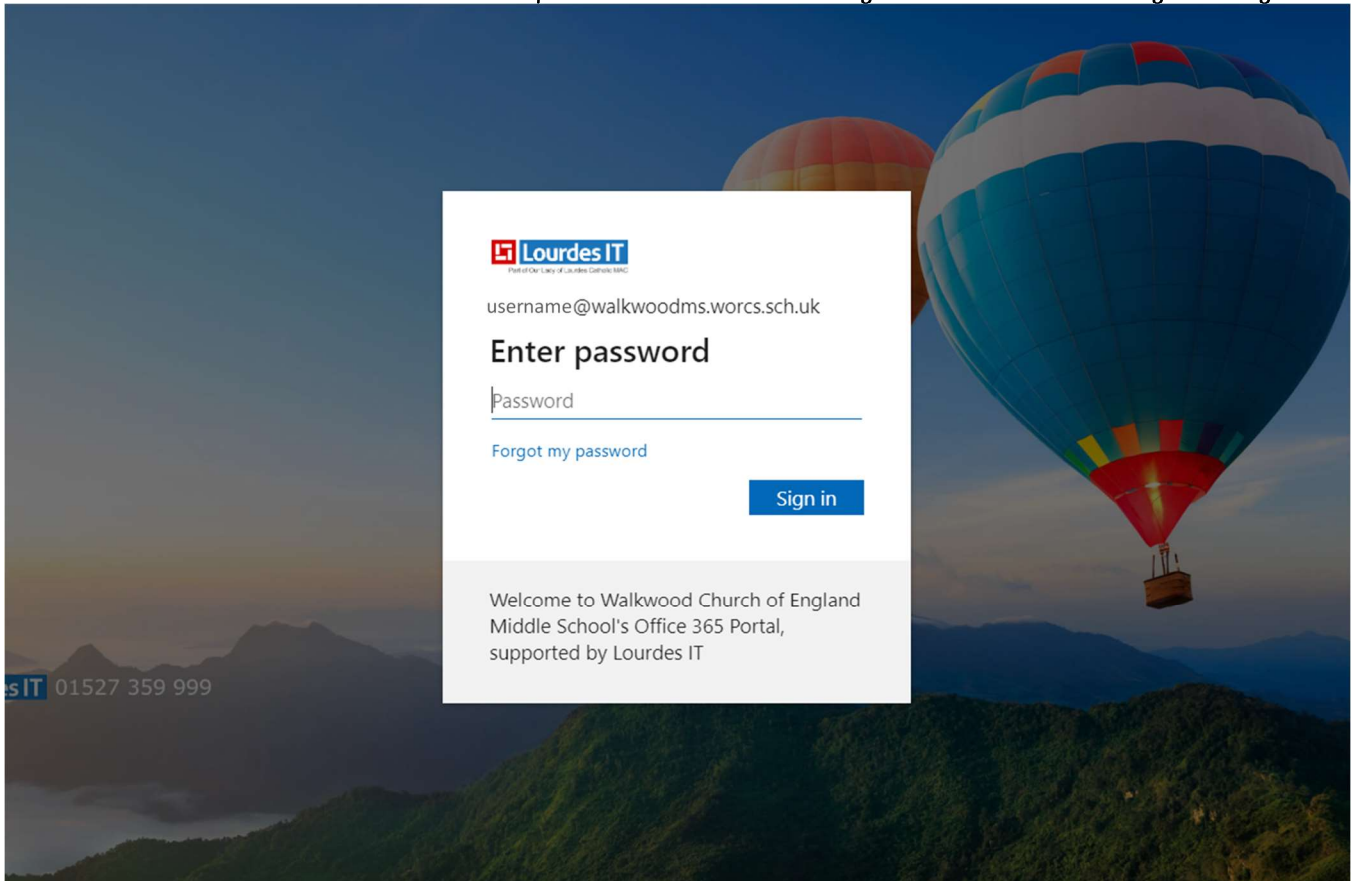


Click 

Sign in using your pupil information, as if you are logging on at school, but adding @walkwoodms.worcs.sch.uk after the pupil username.



The next screen is for the password, remembering to use small letters, capitals and symbols carefully!



Make sure the page has the balloons.

You can then make use of the following guides to help you save any work into OneDrive.

Accessing Emails on Office 365:

<https://help.lourdesit.org.uk/support/solutions/articles/33000225631-accessing-emails-on-office-365>

Save your Files into One Drive on Office 365:

<https://help.lourdesit.org.uk/support/solutions/articles/33000220724-save-your-files-into-one-drive-on-office-365->

Signing into Office365 in the office programs (Word, Excel, PowerPoint):

<https://help.lourdesit.org.uk/support/solutions/articles/33000221866-signing-into-office365-in-the-office-programs>

Downloading and Installing Microsoft Office 365 from Office 365:

<https://help.lourdesit.org.uk/support/solutions/articles/33000222138-downloading-and-installing-microsoft-office-365-from-office-365>