



### Accessing your College Microsoft Office 365 Account

Through College you have access to a **Microsoft Office 365** account where you have access to a wide range of tools and apps that your teachers may ask you to use to help with your studies:

1. Go to [www.office.com](http://www.office.com) in your web browser on your computer or laptop (*you can also access some of the features and tools of Office 365 through mobile apps on your phone or tablet such as Outlook (emails), Teams and Word*)
2. You will be asked to sign into Office – this will be the same username and password however you are accessing Office 365
3. Your username is your email address which is your student number followed by `@student.hopwood.ac.uk`, for example, if your student number is: 654321, your email address would be: **654321@student.hopwood.ac.uk**
4. Your password for this is the password you use to log into the college computers. (*If you have any trouble with this you should contact [vle@hopwood.ac.uk](mailto:vle@hopwood.ac.uk) or ask one of your tutors*)
5. When you have logged into Office 365 through your web browser you have access to a wide range of apps and tools – this is what it looks like:

Click this button to bring you to your Office 365 home page

If you are in the 'recent' tab Office 365 will display any documents you have recently opened or been working on

You can search here for anything stored in your Office 365 account such as documents

You can download, for free, software such as Word and PowerPoint to use on your own computer/laptop if you click here

Click here to access Word online

Click here to access Excel online

Click here to access PowerPoint online

Click here to access Outlook emails

Click here to access OneDrive Cloud Storage

Click here to access Teams for things like accessing a teams class (if your teacher has set this up for you) or online video conferencing meetings

Click here to access OneNote for online note taking

Click here to access any documents someone else has shared with you

