

# How to Access your Office 365 Account

- 1) Browse to: [portal.office.com](https://portal.office.com)
- 2) Type in your school email address:

e.g 15JSmi4567@str.bwcet.com

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## Sign in

15JSmi4567@str.bwcet.com|

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No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

- 3) Click **Next**.
- 4) Type in your password – Click **Sign in**.



← 15JSmi4567@str.bwcet.com|

## Enter password

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[Forgot my password](#)

Sign in

5) Click **Yes** to stay signed in.



15JSmi4567@str.bwcet.com|

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

6) You can access your Office 365 apps like **Outlook** and **Teams** from here:

