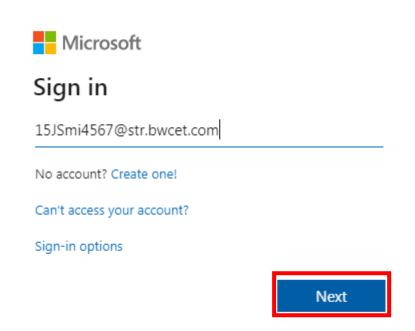
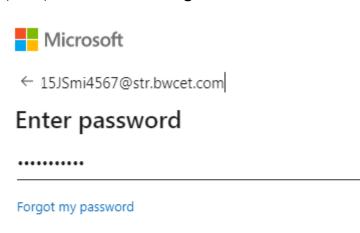
## **How to Access your Office 365 Account**

- 1) Browse to: portal.office.com
- 2) Type in your school email address:

e.g 15JSmi4567@str.bwcet.com



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



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



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

