## **STUDENT INSTRUCTIONS TO ACCESS OFFICE 365**

## Accessing Office 365

You can access your Office 653 account by doing the following.

## Navigate to www.office.com in your internet browser(Google chrome, Microsoft Edge, etc.)



Click the "Sign in" button



## Sign in

j.bloggs@fairfax.fmat.co.uk

No account? Create one!

Can't access your account?

Sign-in options



Enter your email address

Note : starts with your username and ends with @smithswood.fmat.co.uk

Enter your password



Click "Sign in".

You will be presented with the application screen.

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You are now logged in.

Please navigate to Outlook, OneDrive and teams as Appropriate.