

# Using Office 365 at home

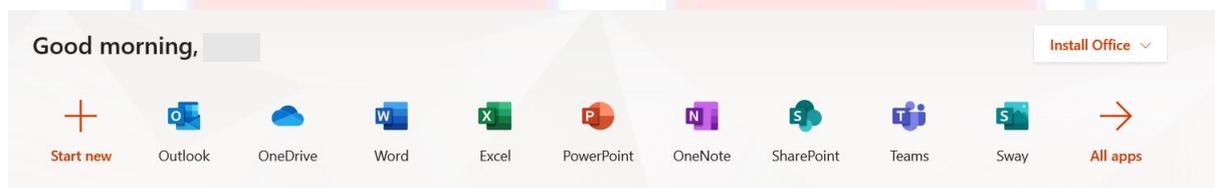
## Pupil Guide

During their time at St Johns' our pupils are eligible to the Office 365 Web Apps, which includes Microsoft Word, Excel and Powerpoint, with no cost to our parents. To access the Office 365 web apps, please follow the steps below.

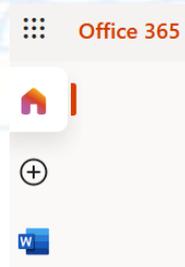
1. Browse to [www.office.com](http://www.office.com).
2. Select Sign in.
3. Pupils must use the same details they use to login to ePraise.
  - \* Year 5 - [20JohnDoe@st-johns-bromsgrove.worcs.sch.uk](mailto:20JohnDoe@st-johns-bromsgrove.worcs.sch.uk)
  - \* Year 6 - [19JohnDoe@st-johns-bromsgrove.worcs.sch.uk](mailto:19JohnDoe@st-johns-bromsgrove.worcs.sch.uk)
  - \* Year 7 - [18JohnDoe@st-johns-bromsgrove.worcs.sch.uk](mailto:18JohnDoe@st-johns-bromsgrove.worcs.sch.uk)
  - \* Year 8 - [17JohnDoe@st-johns-bromsgrove.worcs.sch.uk](mailto:17JohnDoe@st-johns-bromsgrove.worcs.sch.uk)

*\*Replace JohnDoe with your name that you use to login when using the school computers.*

4. Use the password you use when logging into the school computers. *(Same as the ePraise Login)*
5. Select the App you wish to use.



The Apps may also be displayed vertically on the left of the webpage. If this is the case, you can press the 9 black dots located at the top left, to bring up a list of all the applications.



If there are any problems logging in, or you do not have access to the Office 365 Web Apps, please let your computing teacher know so this can be fixed.