Looe Community Academy

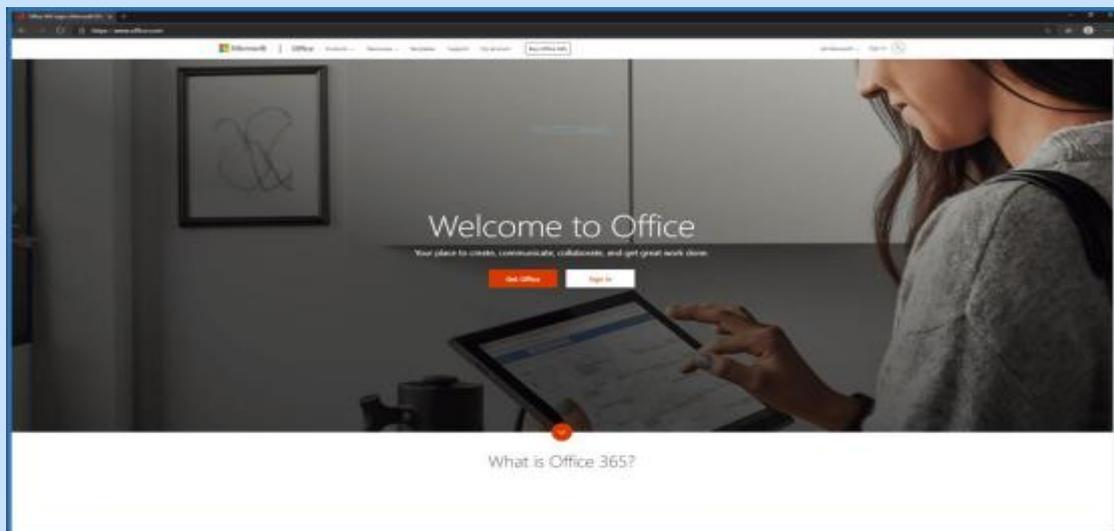## HOW TO ACCESS MICROSOFT 365

1. Open a compatible web browser on your device from the list below:
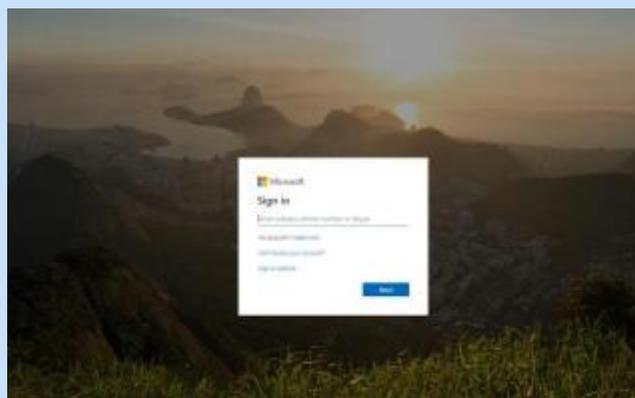
Operating System	Compatible Web Browser
Windows 10	Microsoft Edge, Mozilla Firefox, Google Chrome
Windows Vista	Mozilla Firefox, Google Chrome
Mac OS	Apple Safari, Google Chrome
Linux	Mozilla Firefox, Google Chrome

Microsoft recommends users ensure their browser and device are up-to-date to avoid any problems.

2. Type https://www.office.com into your address bar.

3. Select **Sign In** button. This will redirect you to the Microsoft 365 login page.

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4. Your email address will be your school username with @looeca.net at the end.
For example: 25SurnameInitial@looeca.net.

5. After selecting **next** you will be required to enter your password which will be the same as your school user account.

6. After logging in successfully you will be brought to **Microsoft 365 Home** where you can then access the suite of available applications including email (Outlook) and OneDrive.