

Our Digital Platform is Office 365

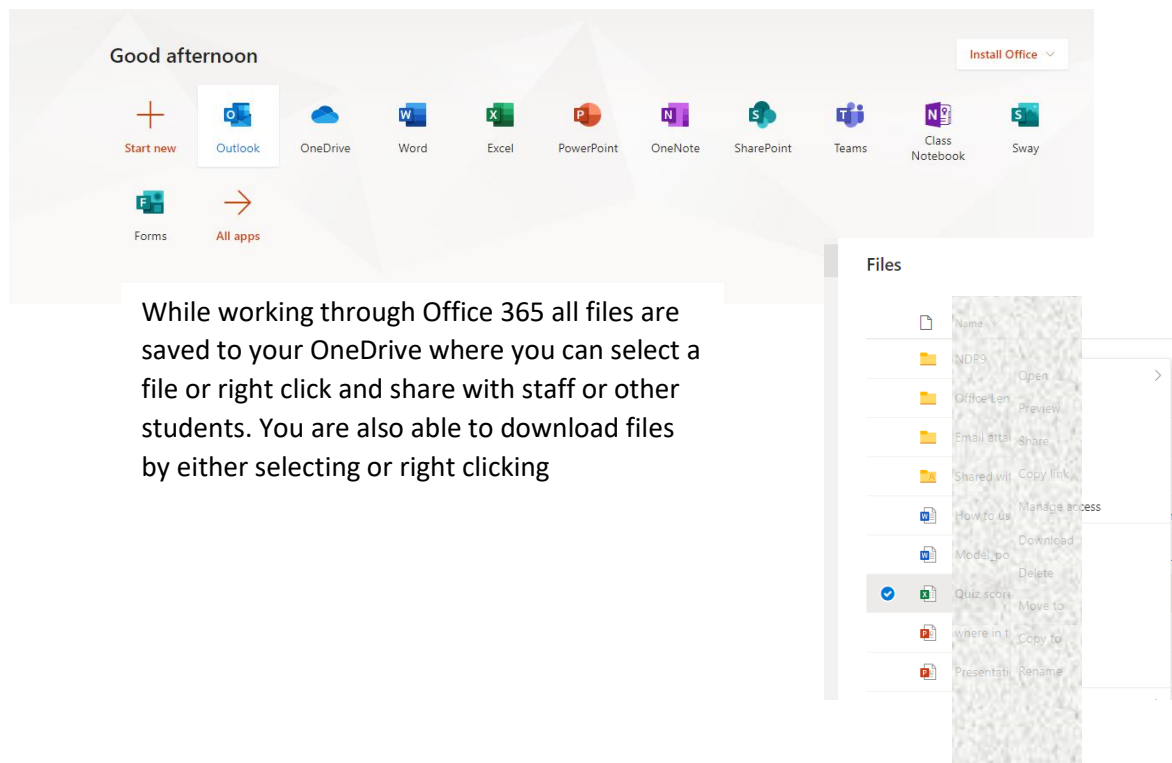
Log in either through the school website, scroll to the bottom of the page and select the Office 365 icon or in a web browser type <https://portal.office.com>.

Your login is the same as you login at school e.g. a.nother17

Your password is the same as you login at school.

All teachers are able to reset your password, although if you are having problems email itsupport@nortoncanes-high.staffs.sch.uk

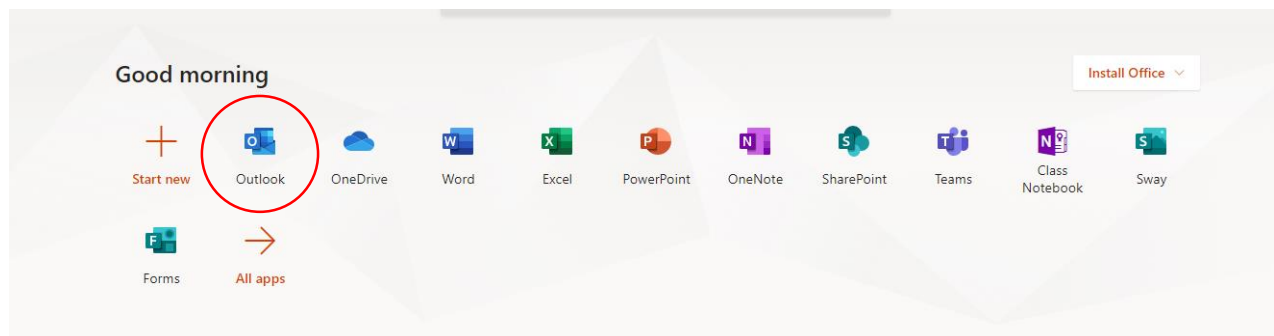
From here you can access all applications and even download a local copy to your PC.



The screenshot shows the Office 365 dashboard with a 'Good afternoon' greeting. At the top right is an 'Install Office' button. Below the greeting is a row of application icons: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, and Sway. Below this row are 'Forms' and 'All apps' icons. On the right side, a 'Files' sidebar is visible, showing a list of files and folders with a context menu open over one of the files, displaying options like Open, Preview, Share, Copy link, Manage access, Download, Delete, Move to, Copy to, and Rename.

While working through Office 365 all files are saved to your OneDrive where you can select a file or right click and share with staff or other students. You are also able to download files by either selecting or right clicking

To view your email select Outlook



The screenshot shows the Office 365 dashboard with a 'Good morning' greeting. At the top right is an 'Install Office' button. Below the greeting is a row of application icons: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, and Sway. The Outlook icon is circled in red. Below this row are 'Forms' and 'All apps' icons.

This will give you access to your email