

Office 365: Log In, the Office 365 URL and Signing Out

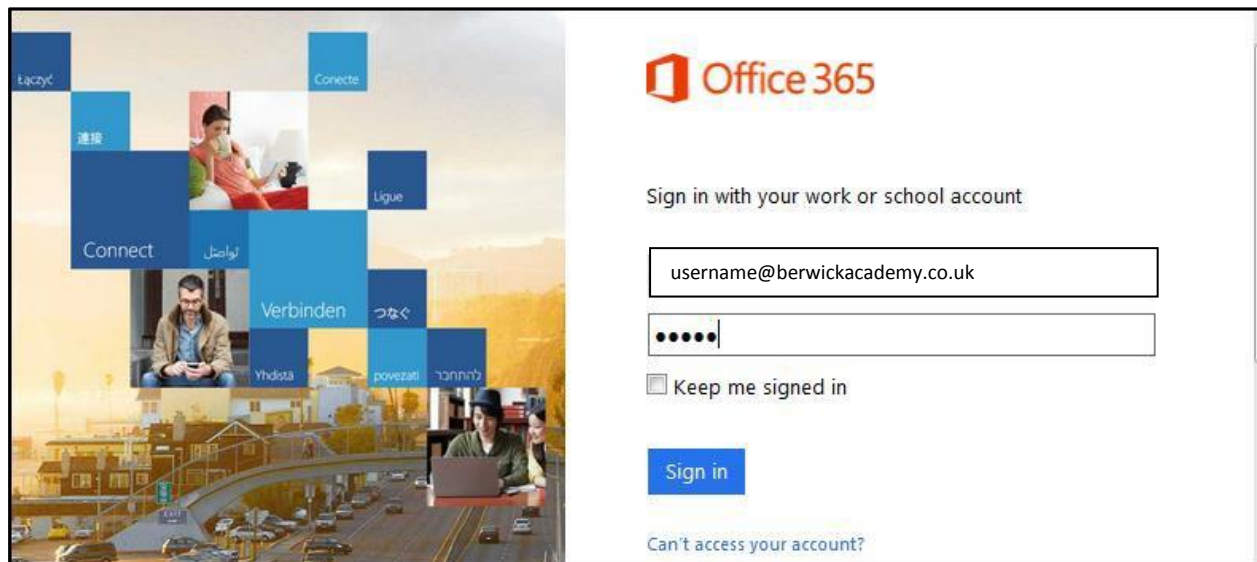
The ICT Technical Team is happy to announce that Microsoft Office 365 for Windows and Mac at work is now available to access and use for current students and employees.

- Microsoft Office 2013 Professional Plus for Windows (Word, Excel, PowerPoint, OneNote, Outlook, Access, and Publisher) and Microsoft Office 2011 for Mac (Word, Excel, PowerPoint, and Outlook) for installation on up to 5 personal computers.
- Mobile versions of Microsoft Office (Word, Excel, PowerPoint, and OneNote) on up to 5 personal tablets (iPads, Windows tablets, Androids, etc.) or phones (iPhones, Windows phones, Androids, etc.).
- Web versions of Microsoft Office (Word, Excel, PowerPoint, and OneNote) accessed via a web browser with real-time co-authoring and collaboration.
- 1 Terabyte of OneDrive cloud storage.

Bookmark this URL to log into your Office 365 portal to use these services from anywhere:

<https://portal.office.com/Home>

To log into Office 365 type in your complete email address and active directory password that you now use at school. This is the same password used to log into the network.



Office 365

Sign in with your work or school account

username@berwickacademy.co.uk

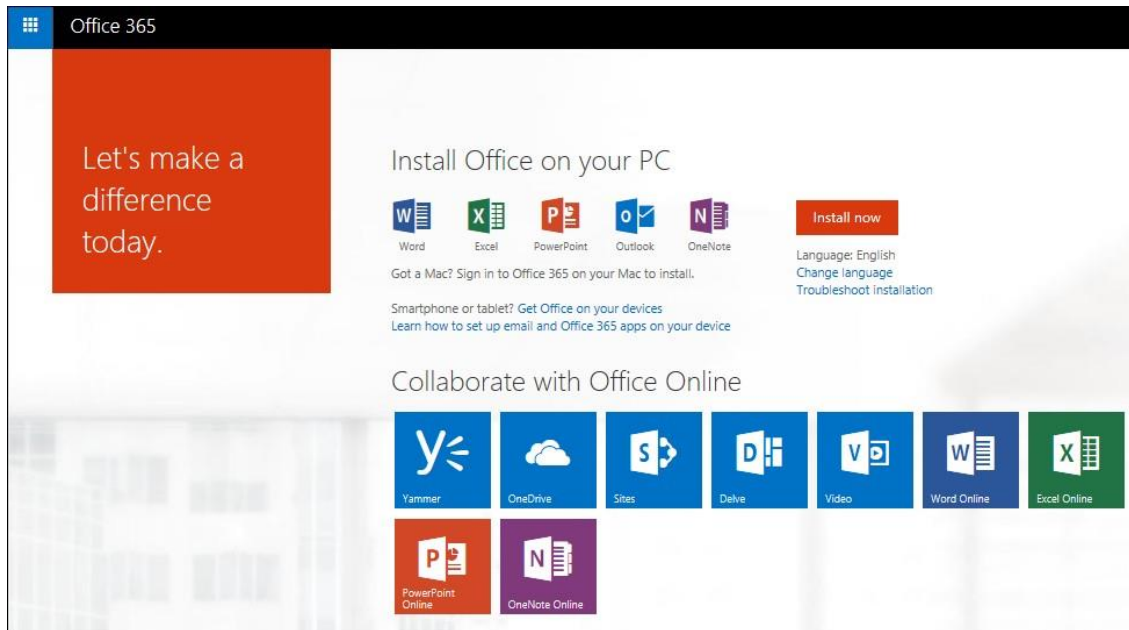
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Keep me signed in

Sign in

[Can't access your account?](#)

Once you are logged into Office 365 look for the Office Online tools available. Programs such as Word, Excel and OneDrive where you files can be saved and accessed.



To Sign Out

Under your name you will find the **Sign out** option.



Look for the message that you successfully signed out.

