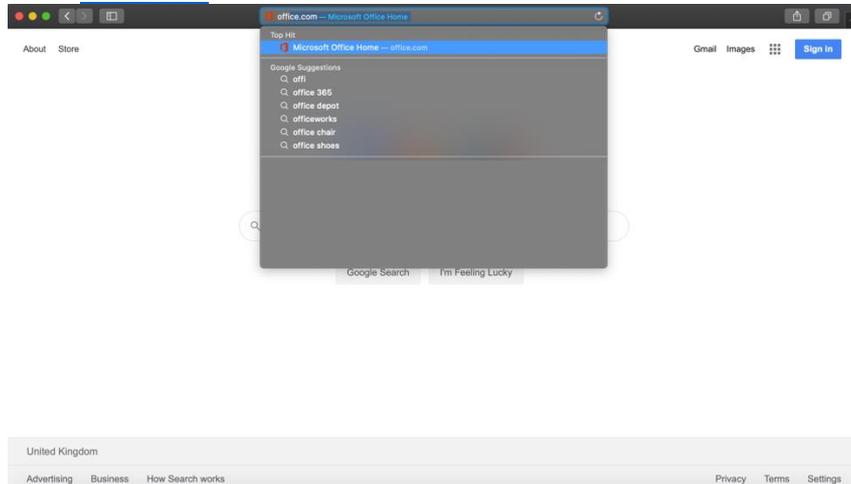


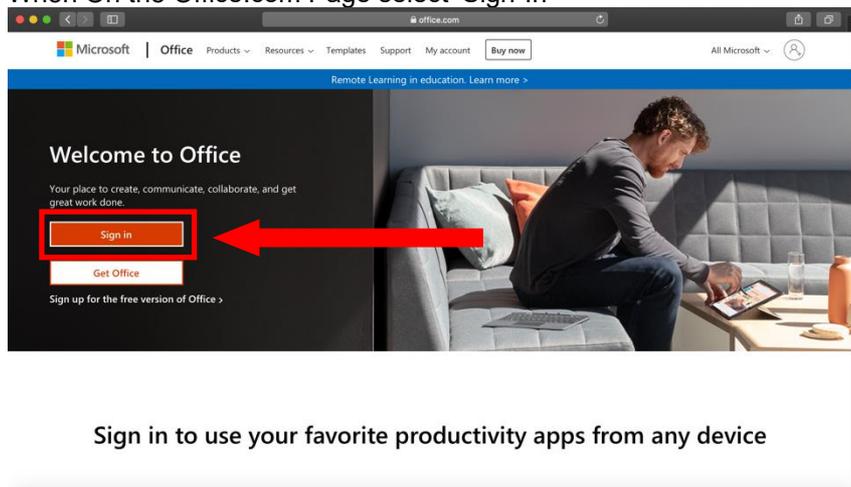
Accessing Emails / Office Products from Home (Students)

Issue: How to Access Emails from home as a Student and get free Microsoft Products (Word, PowerPoint, Outlook etc.)

1. Go to [Office.com](https://office.com)

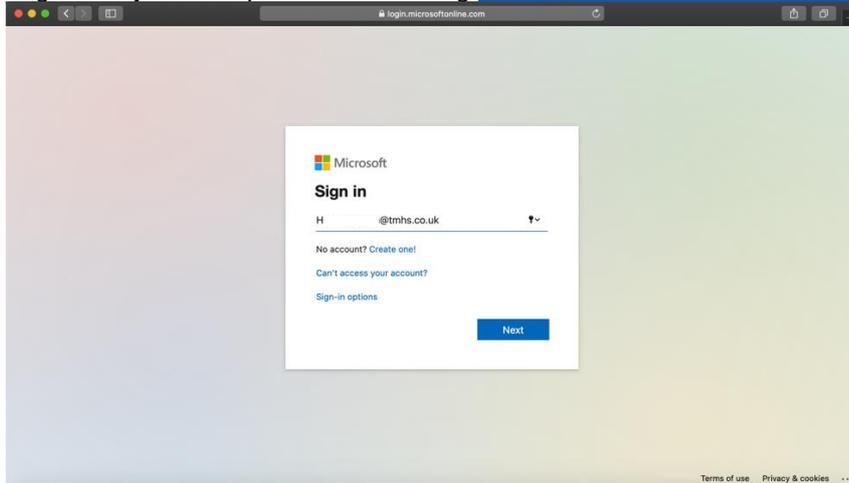


2. When On the Office.com Page select 'Sign-In'

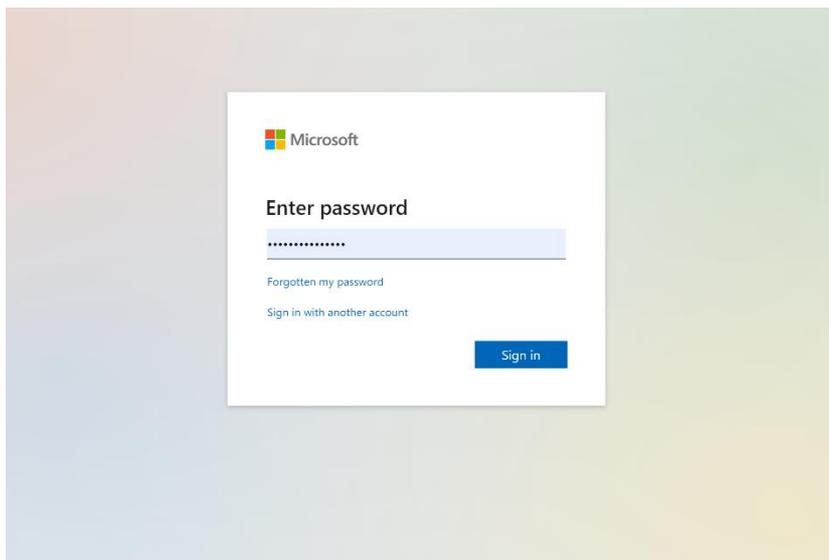


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3. Login with your Temple Moor Email e.g USERNAME@stu.tmhs.rklt.co.uk

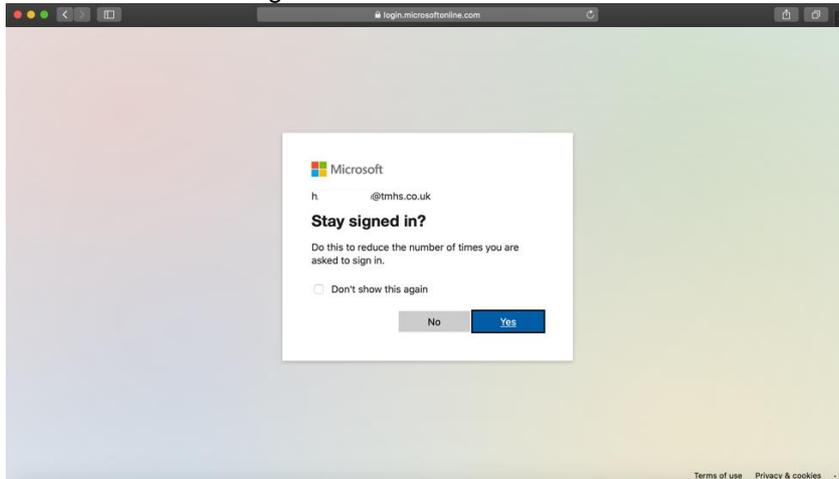


4. Please enter your User account Password (Your Password you use to log into the PCs within School)

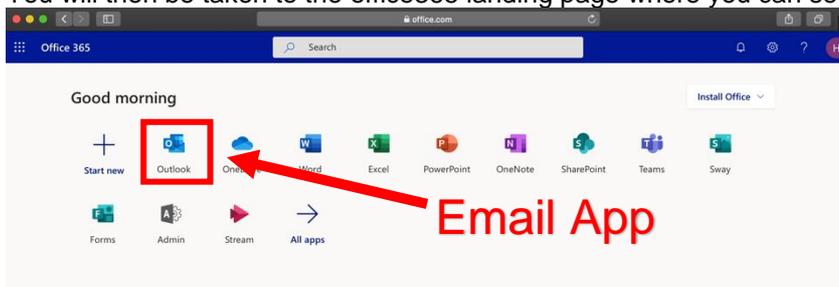


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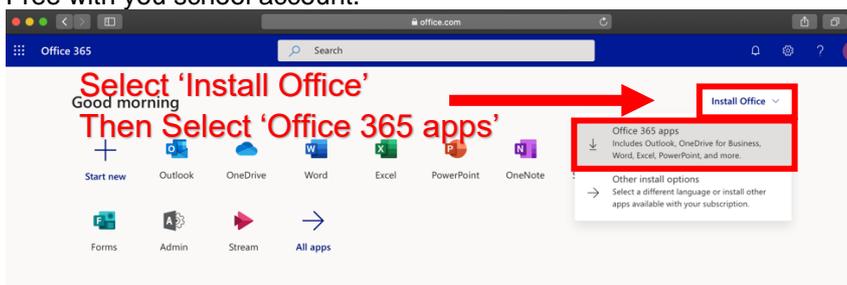
5. You'll be asked if you want to stay signed in. You can select YES on your personal device, but we advise selecting NO on shared devices.



6. You will then be taken to the office365 landing page where you can select a selection of apps.

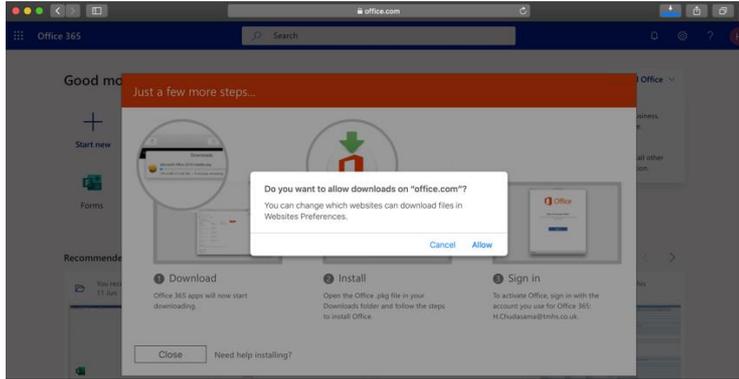


7. You can also Install Office to your computer (Word, Outlook, PowerPoint, Excel) – This is Free with you school account.



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8. Once you select 'Office 365 apps' You will receive the following popup which will prompt you to download the software. Press 'Allow' Or 'Download' and follow the on-screen instruction.



END

If you have any issues please see your Teacher or See IT Services for more Help.

Created By: TMHS IT Services – July 2020

Helpdesk Support Email: HelpDesk@rkl.co.uk