## 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.)



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



Sign in to use your favorite productivity apps from any device

\*CONTINUED\*

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

Microsoft Sign in M @tmhs.co.uk ** No account? Create one! Can't access your account? Sign-in options		
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4. Please enter your User account Password (Your Password you use to log into the PCs within School)

Microsoft
Enter password
Forgotten my password
Sign in with another account
Sign in

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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.

🔒 login.microsoftonline.com	Ċ	ΔO.
Microsoft h @tmhs.co.uk <b>Stay signed in?</b> Do this to reduce the number of times you are asked to sign in. Don't show this again		
Cut stay and the number of times you are asked to sign in.  Don't show this again  No Yes		
		Terms of use Privacy & cookies

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

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	Office 365			, Search						φ	۲	?	H
	Good mo	rning								Install Office			
		Outlook	Ones, e	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	sway			
	Forms	Admin	Stream	→ All apps		Er	nai	I Ap	р				

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: <u>HelpDesk@rklt.co.uk</u>