

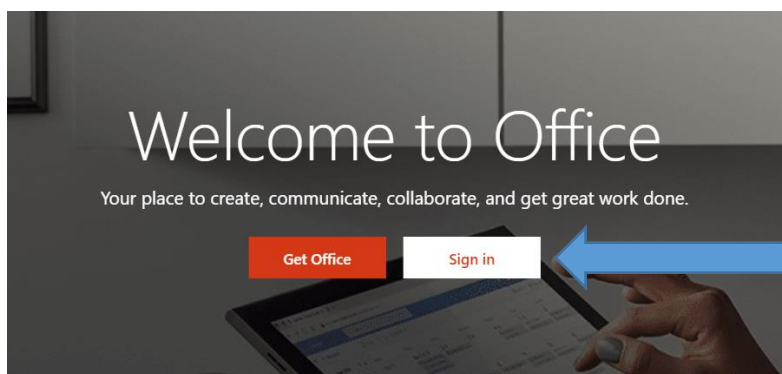
## Students Office 365 Helpsheet

### Logging into Office 365

1. Go to [www.bishopperowne.co.uk](http://www.bishopperowne.co.uk) (alternatively go straight to [www.office.com](http://www.office.com))
2. Find the Weblinks menu from the navigation bar and click "Office 365".



3. Choose Sign in



4. Type your normal email address as per the example below. The username is the year of entry, surname, and first initial (i.e. [15smithp@students.bishopperowne.co.uk](mailto:15smithp@students.bishopperowne.co.uk))



## Sign in

username@students.bishopperowne.co.uk

No account? [Create one!](#)

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

[Sign-in options](#)

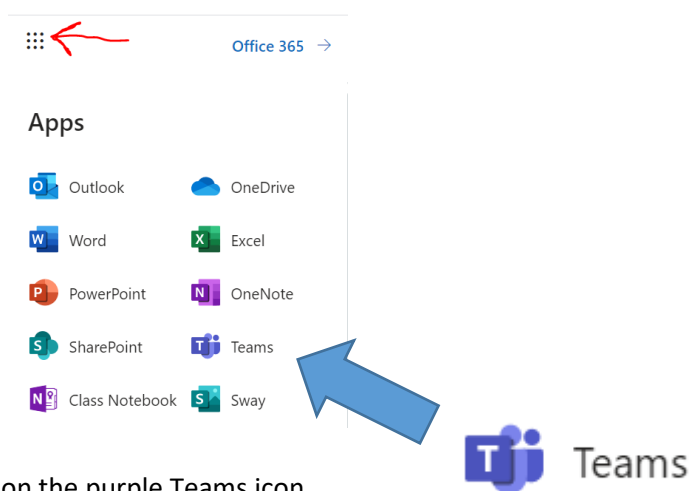


5. Enter your password as you would normally on the school network.
6. This should then give you access to your Apps.

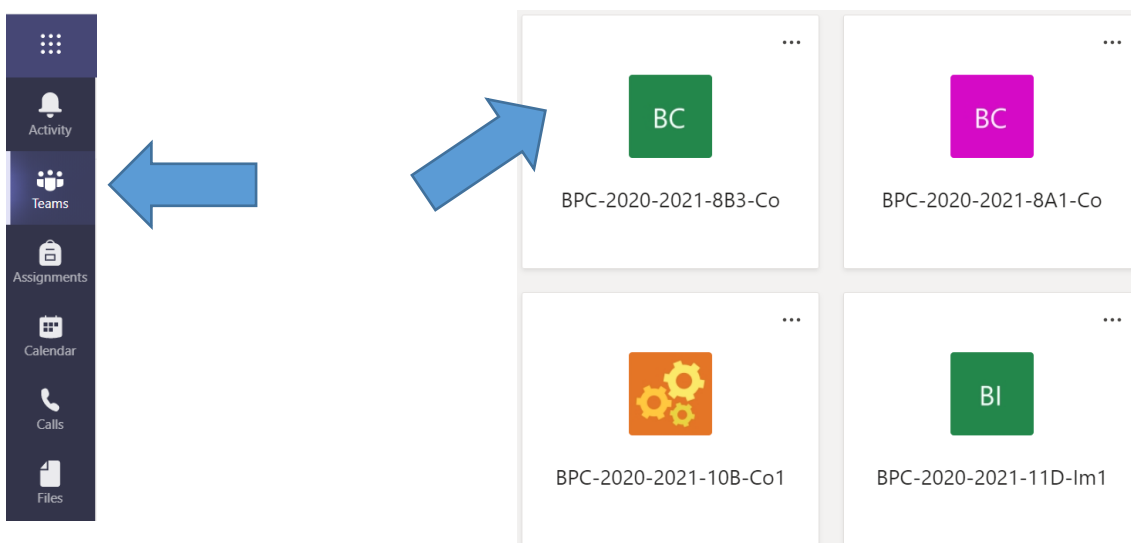
If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.

Accessing Assignments in Microsoft Teams

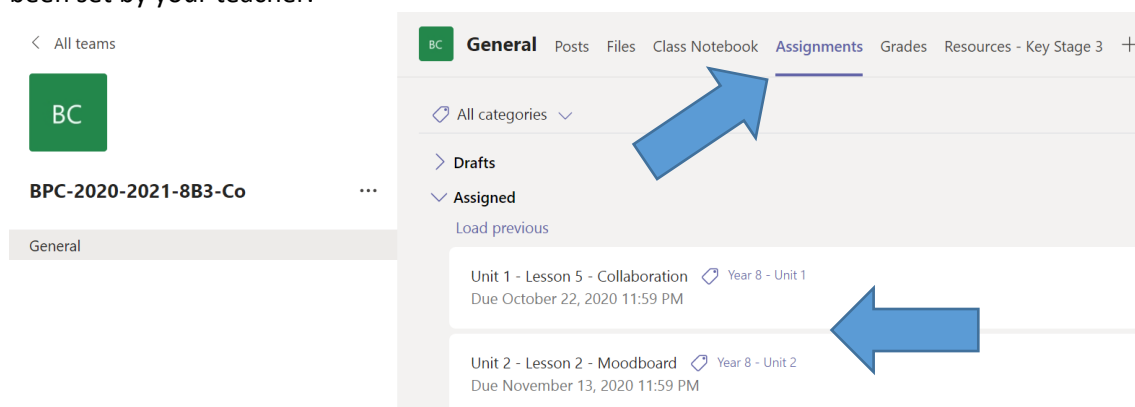
1. Login to your Office 365 Account (as above).
2. Your apps will be accessible via the 9-dot menu in the upper left hand corner.



3. Teams can be accessed by clicking on the purple Teams icon.
4. Once in the Teams app, choose Teams and then the class which you are looking to access.



5. In the selected class, select the Assignments tab. Here you will find the list of lessons that have been set by your teacher.



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