

Microsoft Office 365 is now available to all students and staff. It allows access to common Office applications online via Microsoft's Office 365 website. If you store your documents within Microsoft One Drive you can easily use Office 365 to work on them from home or within school. It works on Windows, Apple and Android devices. Office 365 will also allow you to download office application such as Word onto compatible devices.

To get started go to this website:

WWW.OFFICE.COM

Alternatively, just search for **OFFICE LOGIN**.

Log on using your *full school email address* (not just your username) and the *same password you use in school*. If you see this below, click on *Work or school account*.



It looks as if this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Created by your IT department
[redacted]@deanery.wigan.sch.uk

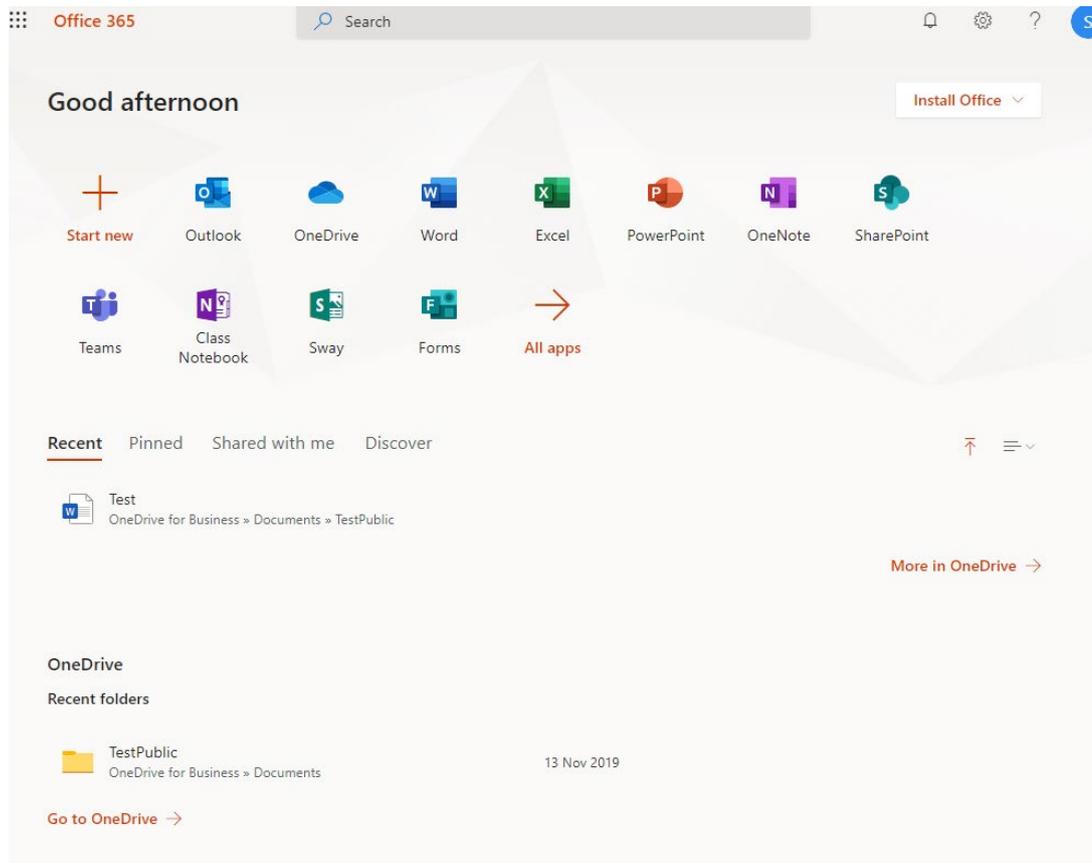


Personal account
Created by you
[redacted]@deanery.wigan.sch.uk

Tired of seeing this? [Rename your personal Microsoft account.](#)

[Sign in with another account](#)

Once logged in you should see your dashboard:



To work on-line just click on one of the applications. If you want to work locally, just click on Install Office and follow the instructions. Which method you choose is entirely up to you.

Please note:

1. *If you have the standard version of Office already installed, you cannot install the Office 365 version. You will only be able to use it via the Office 365 website.*
2. *Outlook is not currently set up. Please use <https://webmail.deanery.wigan.sch.uk>*

Further information is available here:

[Intro to Office 365](#)

[Using Office 365 Videos](#)