



Office 365 School Accounts



Office 365 Education
Enhancing collaboration and productivity.





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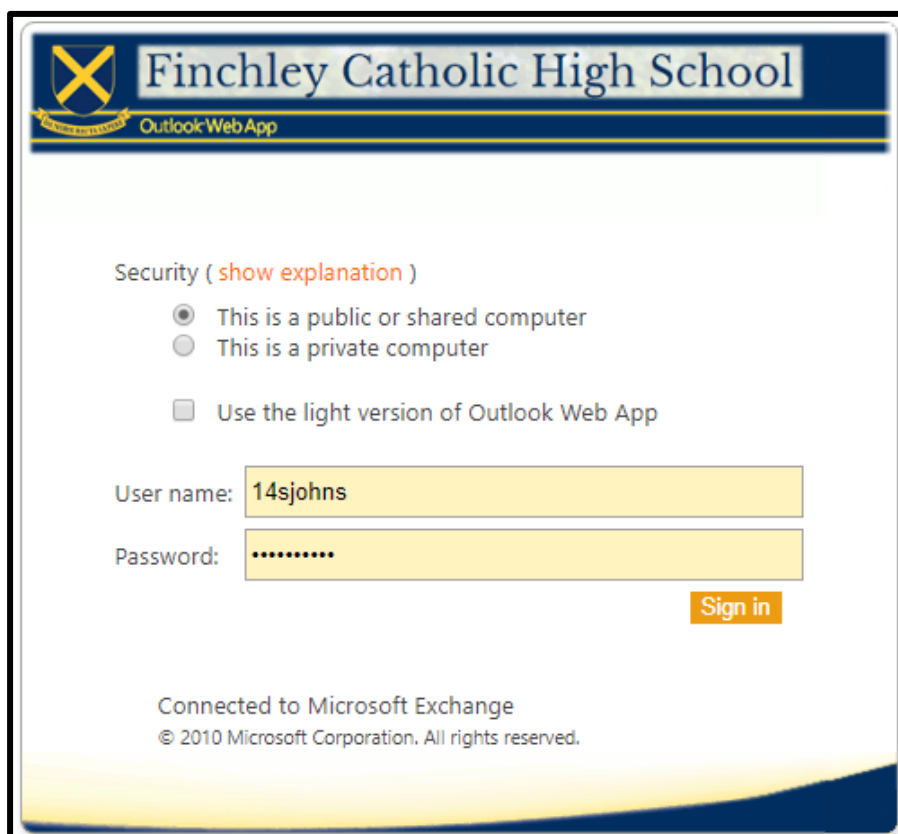
Email 1
Microsoft Account 2

Email

Students all have a school email address, to access it, navigate to the school website.

<https://www.finchleycatholic.org.uk/>

Select menu in the top right and click on Sixth Form, **this applies for year 11 students also**, then scroll down and there will be an option for Sixth Form Email. The username and password to log in is **the same as the student’s school computer accounts**. For example, John Smith’s login would be, Username – 14sjohns and his password.



Once you are logged in this step is done.



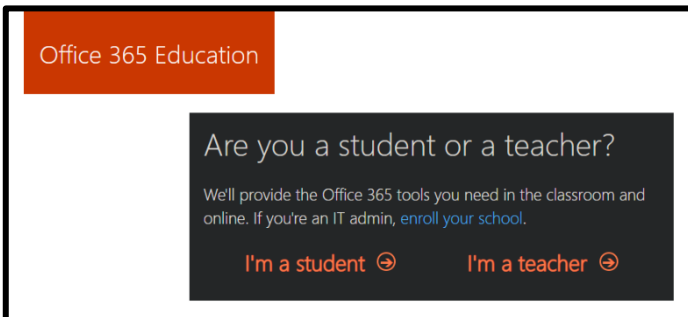
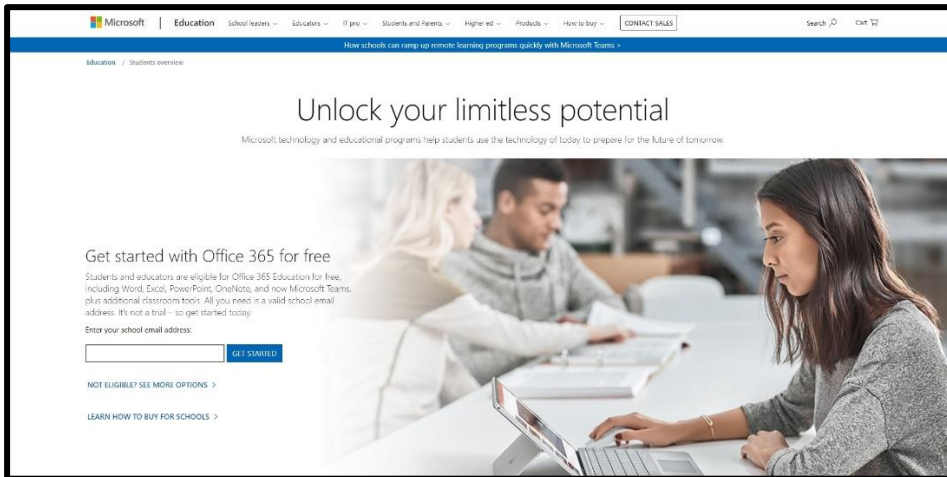
Microsoft Account

The next step is to create your Microsoft 365 Education account. The link is provided below.

<https://www.microsoft.com/en-us/education/students>

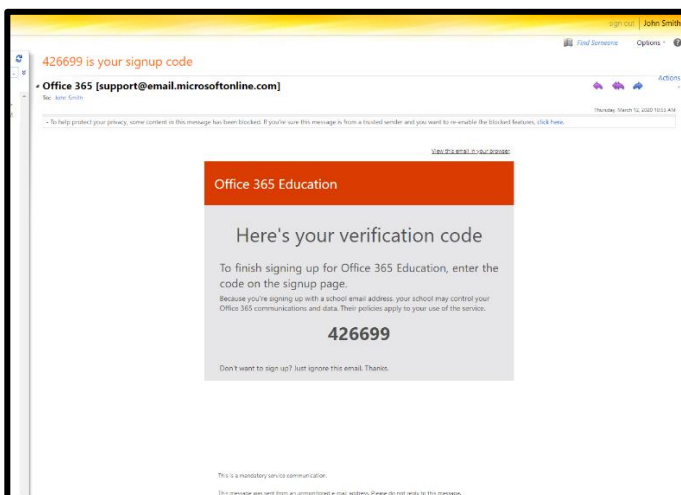
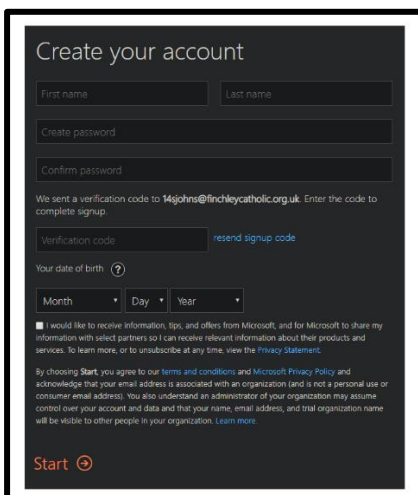
Once you are at the screen shown below, enter your entire school email address into the box. Which is “your username”@finchleycatholic.org.uk

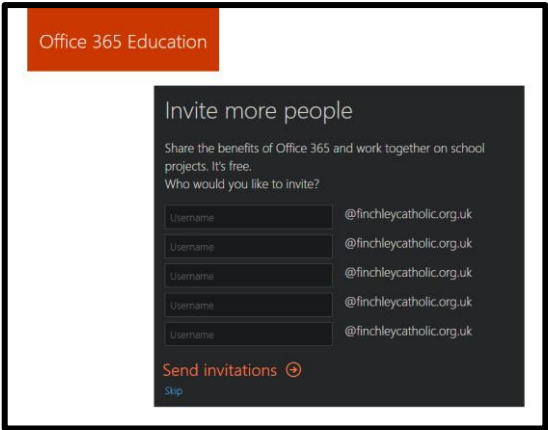
For example, 14sjohns@finchleycatholic.org.uk.



If you have entered the correct email the next screen you see will be this screen. Select “I’m a Student”.

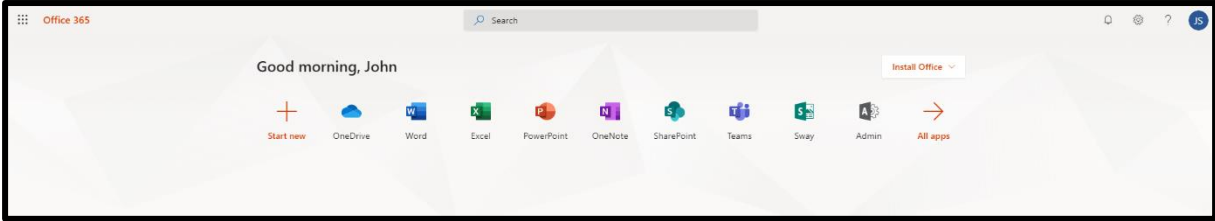
The next section will ask you for details to create the account. Ensure that the password you create is a strong password. It will also ask for a verification code, this will require you to access your school email and input the code that was sent there. If you entered the email correctly it shouldn't take more than a few minutes.





If this is all entered correctly the next screen will ask if you want to invite anyway, this step can be skipped.

Your account is now created and you will see this screen, this are all of the apps available for you to use online. They must be used through this web portal and cannot be downloaded.



Thanks for reading

